



# City of Santa Barbara California

## STAFF HEARING OFFICER STAFF REPORT

**REPORT DATE:** June 19, 2013  
**AGENDA DATE:** June 26, 2013  
**PROJECT ADDRESS:** 836 Bath Street (MST2012-00385)  
**TO:** Staff Hearing Officer  
**FROM:** Planning Division, (805) 564-5470, extension 4531  
 Renee Brooke, AICP, Senior Planner *RLB*  
 Kelly Brodison, Assistant Planner *KAB*

### I. PROJECT DESCRIPTION

The project consists of a one lot subdivision to create two (2) residential condominium units on a 7,336 square-foot lot. The proposed construction consists of structural upgrades and improvements to the existing one-story, three-bedroom house, a new attached two-story, three-bedroom dwelling unit and two attached two-car garages. Demolition of an attached 102 square foot service porch, two detached single-car garages, a 383 square foot, one-bedroom cottage, and two detached storage sheds is included. Also proposed is associated new landscaping, paving and photo-documentation of the property prior to the start of construction. The existing dwelling is on the City's List of Potential Historic Resources: "Residence: Constructed in 1912."

### II. REQUIRED APPLICATIONS

The discretionary applications required for this project are:

- A. A Modification to allow a conforming second story addition to an existing legal non-conforming building that will alter the basic, exterior characteristics of the existing building within the interior setback (SBMC §28.21.060.B and §28.92.110.A); and
- B. A Tentative Subdivision Map for a one-lot subdivision to create two (2) residential condominium units (SBMC §27.07 and §27.13)

**APPLICATION DEEMED COMPLETE:** May 29, 2013  
**DATE ACTION REQUIRED PER MAP ACT:** July 18, 2013

### III. RECOMMENDATION

If approved as proposed, the project would conform to the City's Zoning and Building Ordinances and policies of the General Plan. In addition, the size and massing of the project are consistent with the surrounding neighborhood. Therefore, Staff recommends that the Staff Hearing Officer approve the project, making the findings outlined in Section VIII of this report, and subject to the conditions of approval in Exhibit A.



836 Bath Street – Vicinity Map

**IV. SITE INFORMATION AND PROJECT STATISTICS**

**A. SITE INFORMATION**

<b>Applicant:</b>	Keith Rivera		
<b>Property Owner:</b>	Arthur Louie		
<b>Site Information</b>			
<b>Parcel Number:</b>	037-041-001	<b>Lot Area:</b>	7,336 sq. ft.
<b>General Plan:</b>	High Density Residential 28-36 du/acre	<b>Zoning:</b>	R-4 (Hotel-Motel Multiple Residence Zone)
<b>Existing Use:</b>	Residential	<b>Topography:</b>	~2%
<b>Adjacent Land Uses</b>			
<b>North</b> – Mixed Use		<b>East</b> – Multi-Family Residential	
<b>South</b> – Multi-Family Residential		<b>West</b> – Multi-Family Residential	

**B. PROJECT STATISTICS**

	<b>Existing (sq. ft.)</b>	<b>Proposed Unit 1 (sq. ft.)</b>	<b>Proposed Unit 2 (sq. ft.)</b>
<b>House</b>	1,555	1,452 (demo service porch)	1,221
<b>Accessory Bldgs. (demo)</b>	514 (sheds and cottage)	N/A	N/A
<b>Garage</b>	341 (two 1-car garages)	443 (2-car garage)	483 (2-car garage)
<b>Total</b>	2,410	1,895	1,704

**V. POLICY AND ZONING CONSISTENCY ANALYSIS**

**A. ZONING ORDINANCE CONSISTENCY**

<b>Standard</b>	<b>Requirement/ Allowance</b>	<b>Existing</b>	<b>Proposed</b>
<b>Setbacks</b>			
<b>-Front</b>	10'	0' on Canon Perdido >14' on Bath	10' on Canon Perdido >14' on Bath
<b>-Interior (south)</b>	6'	0'	<4' non-conforming* 6' (new)
<b>-Rear (east)</b>	6' (ground floor) 10' (second story) 3' (garage)	0'	6' (ground floor) 10' (second story) 3' (garage)

<b>Building Height</b>	3 stories (45')	One Story	22'-8"
<b>Parking</b>	4 spaces (2 covered)	2 one-car garages	2 two-car garages
<b>Common Open Area</b>	15' x 15'	N/A	15' x 15'
<b>10% Open Space</b>	734 sq. ft.	N/A	940 sq. ft.
<b>Private Outdoor Living Space</b>	Unit 1 = 160 sq. ft. Unit 2 = 96 sq. ft.	N/A	Unit 1 = 165 sq. ft. Unit 2 = 96 sq. ft.
<b>Lot Coverage</b>			
-Building	N/A	2,984 sq. ft. 41%	3,237 sq. ft. 44%
-Paving/Driveway	N/A	1,104 sq. ft. 15%	781 sq. ft. 11%
-Landscaping	N/A	3,248 sq. ft. 44%	3,318sq. ft. 45%

\*Modification requested to allow a conforming second story addition to an existing legal non-conforming building within the required six-foot interior setback.

With the approval of the Modification described below, the project would meet the requirements of the R-4 Zone with regard to parking, density, open yard and private yard requirements and building height.

**1. INTERIOR SETBACK MODIFICATION**

The subject property is located on the corner of Bath and Canon Perdido Streets and therefore, has two front setbacks. The site is currently developed with a 1,555 square foot three-bedroom Craftsman style house and several accessory structures. All of the structures are non-conforming to setbacks. The existing house was constructed in the early 1900s and is on the City's List of Potential Historic Resources.

The proposed project involves the demolition of the cottage, garages and storage sheds and rehabilitation of the existing Craftsman style house, the addition of two attached two-car garages and a two-story residential unit. In order to retain the existing home, significant work is required including a structural upgrade of the foundation and rehabilitation of its exterior including new windows, roofing and repair of the exterior features.

SBMC §28.21.060 requires an interior setback of six feet for one or two story buildings in the R-4 Zone and the existing house is approximately 3'-10" from the interior property line. A modification is required for the rehabilitation of the existing house within the required six-foot interior setback. The proposed new construction will conform to all required setbacks.

The Zoning Ordinance allows the maintenance, improvement and alteration of an existing legal nonconforming building as long as the improvements do not change the use or the basic exterior characteristics or appearance of the building (SBMC §28.87.030). The project results in the existing residence changing from a one story residence with multiple small accessory buildings to a two-unit, two story condominium development with two attached two-car garages. Therefore, the basic exterior characteristics of the building are changing and a modification is required in order to keep the legal non-conforming status of the existing residence as part of this project.

The applicant is proposing to retain the existing house which is on the City's List of Potential Historic Resources. The modification is consistent with the purposes and intent of the Ordinance because the existing residence is legally non-conforming to setbacks and strict compliance with the six-foot setback would require significant changes to an historically significant structure.

## **2. PHYSICAL STANDARDS FOR NEW CONDOMINIUMS**

In addition to the requirements of the zone in which a project is located, physical standards are required for all new condominium projects per SBMC §27.13.0060. The project would meet the parking standard with two covered parking spaces for each unit, separate utility meters, individual laundry facilities and 300 cubic feet of enclosed lockable private storage space.

## **B. GENERAL PLAN CONSISTENCY**

A Tentative Subdivision Map must be found consistent with the City's General Plan.

### Land Use Element

This proposed project is located within the West Downtown neighborhood, has a General Plan designation of High Density Residential (28-36 dwelling units per acre) and is zoned R-4 (Hotel-Motel-Multiple Residence Zone). The proposed project would result in 12 dwelling units per acre, consistent with the designation. The West Downtown neighborhood is bounded on the north by Sola Street; on the south and west by Highway 101; and on the east by De la Vina, Ortega and Chapala Streets. The West Downtown Neighborhood is one of the oldest neighborhoods in the City. It is predominantly developed with commercial and multi-family land uses; however, there are a number of single family residences.

This area has seen increased development over the past 20 years including the construction of some high profile projects including Casa de las Fuentes, El Carrillo Studios and larger mixed use commercial and condominium projects along Chapala Street.

The proposed development would be consistent with the residential density of the General Plan, as well as the character of the neighborhood.

### Housing Element (Policy H10)

Santa Barbara has very little vacant or available land for new development and, therefore, City housing policies support build out of infill housing units in the City's urban areas where individual projects are deemed appropriate and compatible.

A goal of the Housing Element is to encourage construction of a wide range of housing types to meet the needs of various households and to assist in the production of new housing opportunities, through the public and private sector, which vary sufficiently in type and affordability to meet the needs of all economic and social groups. The project would be consistent with the Housing Element as it will contribute one new residential unit to the City's existing housing stock. The development would provide for homeowner opportunities in a neighborhood with close proximity to the downtown, shopping, parks, the

beach front and Highway 101 and therefore meets the goals outlined in the City's Housing Element.

## **VI. ENVIRONMENTAL REVIEW**

Staff has determined that the project is exempt from further environmental review pursuant to California Environmental Quality Act Guidelines Section 15303. This exemption allows for construction of a duplex or similar multi-family residential structure, totaling no more than four dwelling units. In urbanized areas, this exemption applies to apartments, duplexes and similar structures designed for not more than six dwelling units.

### Historic Resources.

This property is on the City's List of Potential Historic Resources. As such, an Historic Structures Report (HSR) was required to analyze the existing residential structure and the project's potential impacts on the resource. A report was prepared by Post/Hazeltine Associates, dated October 22, 2012. The HSR found the main structure to be eligible for Structure of Merit status and concluded that as long as the proposed construction is consistent with the HSR and photo-documentation of the structure is provided prior to alteration, the project would be consistent with the City's preservation guidelines. On December 5, 2012, the Historic Landmarks Commission (HLC) reviewed and accepted the conclusion in the report. The applicant is following the recommendations in the report by retaining and restoring the existing residence. A condition of approval has been provided to ensure compliance with the HSR prior to demolition or construction.

## **VII. DESIGN REVIEW**

This proposed project was reviewed by the HLC on two separate occasions (meeting minutes are attached as Exhibit D). On January 16, 2013, the HLC stated their appreciation for the restoration of the existing structure and stated that the project was headed in the right direction. They requested that the applicant study various details and supported the interior setback modification and the overall design, forwarding the project to the Staff Hearing Officer (SHO).

The applicant returned to the HLC on April 24, 2013, for an in-progress review. The HLC completed the Compatibility Criteria Analysis and supported a waiver to eliminate the requirement to provide a five foot fence to screen the private outdoor space in the front yard for Unit 1. The project was forwarded to the SHO for review of the requested interior modification and the Tentative Subdivision Map.

## **VIII. FINDINGS**

The Staff Hearing Officer finds the following:

**A. MODIFICATION (SBMC §28.21.060.A and §28.92.110.A)**

The Staff Hearing Officer finds that the Modification is consistent with the purposes and intent of the Zoning Ordinance and is necessary to secure an appropriate improvement on the lot. The existing residence is legally non-conforming to the six-foot interior setback and strict compliance with the six foot setback would require significant changes to an historically significant structure. As discussed in Section V.A.1 of the Staff Report, the applicant is proposing to retain the existing house which is on the City's List of Potential Historic Resources.

**B. THE TENTATIVE MAP (SBMC §27.07.100)**

The Tentative Subdivision Map is consistent with the General Plan and the Zoning Ordinance of the City of Santa Barbara as discussed in Section V of the Staff Report. The site is physically suitable for the proposed development because it meets the density requirements of the R-4 Zone and the General Plan designation of High-Density Residential (28-36 dwelling units per acre), all required parking is provided on site and the proposed use is consistent with the vision for this neighborhood of the General Plan.

**C. NEW CONDOMINIUM DEVELOPMENT (SBMC §27.13.080)**

1. There is compliance with all provisions of the City's Condominium Ordinance.

As described in Section V of the Staff Report the project complies with the physical standards for condominiums. Each unit includes laundry facilities, separate utility metering, adequate unit size and storage space, and the required private outdoor living space.

2. The proposed development is consistent with the General Plan of the city of Santa Barbara.

As described in Section V of the Staff Report, the project can be found consistent with policies of the City's General Plan including the Housing Element and Land Use Element. The project will provide infill residential development that is compatible with the surrounding neighborhood. The project is adequately served by public streets, will provide adequate parking to meet the demands of the project and will not result in traffic impacts. The design has been reviewed by the City's Historic Landmarks Commission, which found the architecture and site design appropriate.

3. The proposed development is consistent with the principles of sound community planning and will not have an adverse impact upon the neighborhood's aesthetics, parks, streets, traffic, parking and other community facilities and resources.

The project is an infill residential project proposed in an area where multiple residential and commercial developments are permitted uses. The project is adequately served by public streets, will provide adequate parking to meet the demands of the project and will not result in traffic impacts. Adequate public facilities exist nearby, and the project would not adversely impact other community resources such as water, sewer, police, fire and schools. The HLC completed the Compatibility Analysis per SBMC §22.22.145 and found the project to be compatible with the surrounding neighborhood.

The design has been reviewed by the City's design review board, which found the architecture and site design appropriate, as described in Section VII of the Staff Report

Exhibits:

- A. Conditions of Approval
- B. Site Plan
- C. Applicant's letter, dated April 29, 2013
- D. HLC Minutes

**STAFF HEARING OFFICER CONDITIONS OF APPROVAL**

836 BATH STREET  
TENTATIVE SUBDIVISION MAP, MODIFICATION  
JUNE 26, 2013

I. In consideration of the project approval granted by the Staff Hearing Officer and for the benefit of the owner(s) and occupant(s) of the Real Property, the owners and occupants of adjacent real property and the public generally, the following terms and conditions are imposed on the use, possession, and enjoyment of the Real Property:

A. **Order of Development.** In order to accomplish the proposed development, the following steps shall occur in the order identified:

1. Obtain all required design review approvals.
2. Pay Land Development Team Recovery Fee.
3. Submit an application for and obtain a Building Permit (BLD) to demolish any structures / improvements that would conflict with the Final Map. A BLD may also be obtained to demolish non-conflicting structures/improvements and/or perform rough grading. Comply with condition F "Construction Implementation Requirements."
4. Submit an application and obtain a Building Permit (BLD) for and complete, the construction of all private improvements required prior to approval of the Map to ensure the lot is ready for subdivision.
5. Submit an application for and obtain a Public Works Permit (PBW) for all required public improvements.
6. Pay Inclusionary Housing In-Lieu Fee.
7. Obtain final approval from City Council of the Parcel Map and Agreement(s) and record said documents.

Details on implementation of these steps are provided throughout the conditions of approval.

B. **Recorded Conditions Agreement.** Prior to the issuance of any Public Works permit or Building permit for the project on the Real Property, except a demolition or other appropriate (as determined by City staff) building permit for work in anticipation of primary project improvements, the Owner shall execute an *Agreement Relating to Subdivision Map Conditions Imposed on Real Property*, which shall be reviewed as to form and content by the City Attorney, Community Development Director and Public Works Director, recorded in the Office of the County Recorder concurrent with the Parcel Map, and shall include the following:

1. **Approved Development.** The development of the Real Property approved by the Staff Hearing Officer on June 26, 2013, is limited to a one lot subdivision to create two (2) residential condominium units. The proposed construction consists of structural upgrades and improvements to the existing three-bedroom, one-story

dwelling unit and two attached two-car garages, demolition of an attached 102 square foot service porch, two detached single-car garages, a 383 square foot, one-bedroom cottage, and two detached storage sheds. Also proposed is associated new landscaping, paving and photo-documentation of the property prior to the start of construction and the improvements shown on the Tentative Subdivision Map signed by the Staff Hearing Officer on said date and on file at the City of Santa Barbara.

2. **Future Development.** All future development on the property shall be subject to the following conditions:
  - a. All future construction shall comply with the applicable conditions of approval contained in Sections E. "Requirements Prior To Permit Issuance," F. "Construction Implementation Requirements," and G. "Prior to Certificate of Occupancy."
3. The Owner(s) of each newly created parcel shall allow for the continuation of any historic flow of water onto their newly created parcels including water from adjacent sources such as, but not limited to, public or private property drainage swales, natural watercourses, conduits, runoff from public or private roads, etc, as may be deemed appropriate.
4. **Recreational Vehicle Storage Prohibition.** No recreational vehicles, boats, or trailers shall be stored on the Real Property.
5. **Landscape Plan Compliance.** The Owner shall comply with the Landscape Plan approved by the Historic Landmarks Commission (HLC). Such plan shall not be modified unless prior written approval is obtained from the HLC. The landscaping on the Real Property shall be provided and maintained in accordance with said landscape plan, including any tree protection measures. If said landscaping is removed for any reason without approval by the HLC, the owner is responsible for its immediate replacement.
6. **Storm Water Pollution Control and Drainage Systems Maintenance.** Owner shall maintain the drainage system and storm water pollution control devices in a functioning state. Should any of the project's surface or subsurface drainage structures or storm water pollution control methods fail to capture, infiltrate, and/or treat water, or result in increased erosion, the Owner shall be responsible for any necessary repairs to the system and restoration of the eroded area. Should repairs or restoration become necessary, prior to the commencement of such repair or restoration work, the Owner shall submit a repair and restoration plan to the Community Development Director to determine if an amendment or a new Building Permit is required to authorize such work. The Owner is responsible for the adequacy of any project-related drainage facilities and for the continued maintenance thereof in a manner that will preclude any hazard to life, health, or damage to the Real Property or any adjoining property.

7. **Required Private Covenants, Conditions and Restrictions (CC&Rs).** The Owners shall record in the official records of Santa Barbara County either private covenants, conditions and restrictions, a reciprocal easement agreement, or a similar agreement which, among other things, shall provide for the following:
  - a. **Common Area Maintenance.** An express method for the appropriate and regular maintenance of the common areas, common access ways, common utilities and other similar shared or common facilities or improvements of the development, which methodology shall also provide for an appropriate cost-sharing of such regular maintenance among the various owners of the condominium units.
  - b. **Garages Available for Parking.** A covenant that includes a requirement that all garages be kept open and available for the parking of vehicles owned by the residents of the property in the manner for which the garages were designed and permitted.
  - c. **Parking Space Assignment.** Parking spaces within the project shall be allocated.
  - d. **Landscape Maintenance.** A covenant that provides that the landscaping shown on the approved Landscaping Plan shall be maintained and preserved at all times in accordance with the Plan. Such plan shall not be modified unless prior written approval is obtained from the appropriate design review board. If said landscaping is removed for any reason without approval by the appropriate design review board, the owner is responsible for its immediate replacement.
  - e. **Trash and Recycling.** Trash holding areas shall include recycling containers with at least equal capacity as the trash containers, and trash/recycling areas shall be easily accessed by the consumer and the trash hauler. Green waste shall either have containers adequate for the landscaping or be hauled off site by the landscaping maintenance company. If no green waste containers are provided for common interest developments, include an item in the CC&Rs stating that the green waste will be hauled off site.
  - f. **Public Improvement Districts.** A covenant that includes a waiver to protest formation of public improvement districts.
  - g. **Covenant Enforcement.** A covenant that permits each owner to contractually enforce the terms of the private covenants, reciprocal easement agreement, or similar agreement required by this condition.

- C. **Public Works Submittal Prior to Parcel Map Approval.** The Owner shall submit the following, or evidence of completion of the following, to the Public Works Department for review and approval, prior to processing the approval of the Parcel Map for the project except a demolition or other appropriate (as determined by City staff) permit for work in anticipation of primary project improvements:
1. **Parcel Map.** The Owner shall submit to the Public Works Department for approval, a Parcel Map prepared by a licensed land surveyor or registered Civil Engineer. The Parcel Map shall conform to the requirements of the City Survey Control Ordinance.
  2. **Water Rights Assignment Agreement.** The Owner shall assign to the City of Santa Barbara the exclusive right to extract ground water from under the Real Property in an *Agreement Assigning Water Extraction Rights*. Engineering Division Staff prepares said agreement for the Owner's signature.
  3. **Required Private Covenants.** The Owner shall submit a copy of the draft private covenants, reciprocal easement agreement, or similar private agreements required for the project, concurrently with the Parcel Map.
  4. **Drainage and Water Quality.** The project is required to comply with Tier 3 of the Storm Water Management Plan (treatment, rate and volume). The project shall comply with the Preliminary Drainage Analysis prepared by Flowers & Associates dated February 13, 2013 and revised May 30, 2013, which demonstrates that the new development will comply with the City's Storm Water Management Plan. Project plans for grading, drainage, stormwater facilities and treatment methods, and project development, shall be subject to review and approval by the City Building Division and Public Works Department. Sufficient engineered design and adequate measures shall be employed to ensure that no significant construction-related or long-term effects from increased runoff, erosion and sedimentation, urban water pollutants (including, but not limited to trash, hydrocarbons, fertilizers, bacteria, etc.), or groundwater pollutants would result from the project.
  5. **Canon Perdido Street and Bath Street Public Improvements.** The Owner shall submit C-1 public improvement or Public Works plans for construction of improvements along the property frontage. Plans shall be submitted separately from plans submitted for a Building Permit, and shall be prepared by a licensed civil engineer registered in the State of California. As determined by the Public Works Department, the improvements shall include new and/or remove and replace to City standards, the following:  
Canon Perdido Street Public Improvements: Install 36 linear feet of sidewalk, one driveway apron modified to meet Title 24 requirements, curb and gutter, one dual directional access ramp(s), one new street tree and tree grate per approval of the Parks and Recreation Commission, asphalt concrete or concrete pavement on aggregate base or crack seal to the centerline of the street along entire subject property frontage and slurry seal a minimum of 20 feet beyond the limits of all

trenching, connection to and/or relocation or extension of City water and sewer mains and utilities.

Bath Street Public Improvements: Remove concrete in parkway and replace with clean top soil, supply and install one 30 ft. tall City standard Dome Style LED 135 watt street light, coordinate with Public Works staff and Edison to retire light standard from existing utility pole located on the SW corner of Bath and Canon Perdido Streets, preserve and/or reset survey monuments, protect and relocate existing contractor stamps to parkway, install directional/regulatory traffic control signs per the CA MUTCD during construction, new street trees and tree grates per approval of the Parks and Recreation Commission and provide adequate positive drainage from site. Any work in the public right-of-way requires a Public Works Permit.

6. **Agreement to Secure Public Improvements.** The Owner shall submit an executed *Agreement for Land Development Improvements*, prepared by the Engineering Division. Owner shall submit an Engineer's Estimate, wet signed, and stamped by a civil engineer registered in the State of California, and shall submit securities for construction of improvements prior to execution of the Agreement.
  7. **Encroachment Permits.** Any encroachment or other permits from the City or other jurisdictions (State, Flood Control, County, etc.) for the construction of improvements (including any required appurtenances) within their rights of way or easements shall be obtained by the Owner.
- D. **Design Review.** The project, including public improvements, is subject to the review and approval of the Historic Landmarks Commission (HLC). HLC shall not grant project design approval until the following Staff Hearing Officer land use conditions have been satisfied.
1. **Permeable Driveway.** The project must comply with the Preliminary Drainage Analysis prepared by Flowers & Associates, Inc. dated February 13, 2013 and revised May 30, 2013. The report requires subsurface retention chambers (two Stromtech SC-740 units which have a minimum capacity of 74.9 cubic feet each, totaling approximately 148 cubic feet of available storage). The driveway shall be a permeable paving per Detail B of the Preliminary Grading, Drainage & Utility Plan dated May 30, 2013.
  2. **Screened Backflow Device.** The backflow devices for fire sprinklers, pools, spas, and/or irrigation systems shall be provided in a location screened from public view or included in the exterior wall of the building, as approved by the HLC.
  3. **Location of Dry Utilities.** Dry utilities (e.g. above-ground cabinets) shall be placed on private property unless deemed infeasible for engineering reasons. If dry utilities must be placed in the public right-of-way, they shall be painted "Malaga Green," and if feasible, they shall be screened as approved by HLC.

4. **Trash Enclosure Provision.** A trash enclosure with adequate area for recycling containers (at least 50 percent of the total area) shall be provided on the Real Property and screened from view from surrounding properties and the street.
- E. **Requirements Prior to Permit Issuance.** The Owner shall submit the following, or evidence of completion of the following, for review and approval by the Department listed below prior to the issuance of any Permit for the project. Some of these conditions may be waived for demolition or rough grading permits, at the discretion of the department listed. Please note that these conditions are in addition to the standard submittal requirements for each department.
1. **Public Works Department.**
    - a. **Approved Public Improvement Plans.** Public Improvement Plans as identified in condition C.5, “Canon Perdido Street and Bath Street Public Improvements” shall be submitted to the Public Works Department for review and approval. Upon acceptance of conceptual public improvement plans, a Building permit may be issued if the Owner has bonded for public improvements and executed the *Agreement for Land Development Improvements*.
  2. **Community Development Department.**
    - a. **Historic Structures Report.** The project shall comply with the Historic Structures Report prepared by Post/Hazeltine Associates dated October 22, 2012. Photo-documentation of the property shall be submitted and deemed acceptable prior to its alteration. Final project plans for the project shall be submitted to the historian of record and the City of Santa Barbara Urban Historian to ensure that the project is consistent with the Secretary of the Interior’s Standards.
    - b. **Design Review Requirements.** Plans shall show all design, landscape and tree protection elements, as approved by the appropriate design review board and as outlined in Section D “Design Review,” and all elements/specifications shall be implemented on-site.
    - c. **Conditions on Plans/Signatures.** The final Resolution shall be provided on a full size drawing sheet as part of the drawing sets. Each condition shall have a sheet and/or note reference to verify condition compliance. If the condition relates to a document submittal, indicate the status of the submittal (e.g., Final Map submitted to Public Works Department for review). A statement shall also be placed on the sheet as follows: The undersigned have read and understand the above conditions, and agree to abide by any and all conditions which is their usual and customary responsibility to perform, and which are within their authority to perform.

Signed:

Property Owner		Date
Contractor	Date	License No.
Architect	Date	License No.
Engineer	Date	License No.

F. **Construction Implementation Requirements.** All of these construction requirements shall be carried out in the field by the Owner and/or Contractor for the duration of the project construction, including demolition and grading.

1. **Construction Contact Sign.** Immediately after Building permit issuance, signage shall be posted at the points of entry to the site that list the contractor's name, telephone number(s), work hours, site rules, and construction-related conditions, to assist Building Inspectors and Police Officers in the enforcement of the conditions of approval. The font size shall be a minimum of 0.5 inches in height. Said sign shall not exceed six feet in height from the ground if it is free-standing or placed on a fence. It shall not exceed 24 square feet if in a multi-family or commercial zone or six square feet if in a single family zone.
2. **Construction-Related Truck Trips.** Construction-related truck trips for trucks with a gross vehicle weight rating of three tons or more shall not be scheduled during peak hours (7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.) in order to help reduce truck traffic on adjacent streets and roadways.
3. **Construction Storage/Staging.** Construction vehicle/ equipment/ materials storage and staging shall be done on-site. No parking or storage shall be permitted within the public right-of-way, unless specifically permitted by the Transportation Engineer with a Public Works permit.
4. **Unanticipated Archaeological Resources Contractor Notification.** Standard discovery measures shall be implemented per the City master Environmental Assessment throughout grading and construction: Prior to the start of any vegetation or paving removal, demolition, trenching or grading, contractors and construction personnel shall be alerted to the possibility of uncovering unanticipated subsurface archaeological features or artifacts. If such archaeological resources are encountered or suspected, work shall be halted immediately, the City Environmental Analyst shall be notified and the Owner shall retain an archaeologist from the most current City Qualified Archaeologists List. The latter shall be employed to assess the nature, extent and significance of any discoveries and to develop appropriate management recommendations for archaeological resource treatment, which may include, but are not limited to, redirection of grading and/or

excavation activities, consultation and/or monitoring with a Barbareño Chumash representative from the most current City qualified Barbareño Chumash Site Monitors List, etc.

If the discovery consists of possible human remains, the Santa Barbara County Coroner shall be contacted immediately. If the Coroner determines that the remains are Native American, the Coroner shall contact the California Native American Heritage Commission. A Barbareño Chumash representative from the most current City Qualified Barbareño Chumash Site Monitors List shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only proceed after the Environmental Analyst grants authorization.

If the discovery consists of possible prehistoric or Native American artifacts or materials, a Barbareño Chumash representative from the most current City Qualified Barbareño Chumash Site Monitors List shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only proceed after the Environmental Analyst grants authorization.

A final report on the results of the archaeological monitoring shall be submitted by the City-approved archaeologist to the Environmental Analyst within 180 days of completion of the monitoring and prior to any certificate of occupancy for the project.

**G. Prior to Certificate of Occupancy.** Prior to issuance of the Certificate of Occupancy, the Owner of the Real Property shall complete the following:

1. **Repair Damaged Public Improvements.** Repair any public improvements (curbs, gutters, sidewalks, roadways, etc.) or property damaged by construction subject to the review and approval of the Public Works Department per SBMC §22.60. Where tree roots are the cause of the damage, the roots shall be pruned under the direction of a qualified arborist.
2. **Complete Public Improvements.** Public improvements, as shown in the public improvement plans or building plans, shall be completed.
3. **Evidence of Private CC&Rs Recordation.** Evidence shall be provided to the Community Development Department, Planning Division that the private CC&Rs required in Section B “Recorded Conditions Agreement” have been recorded.
4. **Inclusionary Housing Fee.** Submit evidence that the Owner has paid the required inclusionary housing fee of \$14,400.00 to the Community Development Department, prior to issuance of a Certificate of Occupancy.

**H. General Conditions.**

1. **Compliance with Requirements.** All requirements of the city of Santa Barbara and any other applicable requirements of any law or agency of the State and/or any government entity or District shall be met. This includes, but is not limited to, the Endangered Species Act of 1973 [ESA] and any amendments thereto (16 U.S.C. §

1531 et seq.), the 1979 Air Quality Attainment Plan, and the California Code of Regulations.

2. **Approval Limitations.**

- a. The conditions of this approval supersede all conflicting notations, specifications, dimensions, and the like which may be shown on submitted plans.
- b. All buildings, roadways, parking areas and other features shall be located substantially as shown on the plans approved by the Staff Hearing Officer.
- c. Any deviations from the project description, approved plans or conditions must be reviewed and approved by the City, in accordance with the Planning Commission Guidelines. Deviations may require changes to the permit and/or further environmental review. Deviations without the above-described approval will constitute a violation of permit approval.

3. **Land Development Team Recovery Fee Required.** The land development team recovery fee (30% of all planning fees, as calculated by staff) shall be paid prior to issuance of any building permit or recordation of the Map, whichever comes first.

4. **Inclusionary Housing Fee.** Submit evidence that the Owner has paid the required inclusionary housing fee of \$14,400.00 to the Community Development Department, prior to issuance of a Certificate of Occupancy.

5. **Site Maintenance.** The existing site/structure(s) shall be maintained and secured. Any landscaping shall be watered and maintained until demolition occurs.

6. **Litigation Indemnification Agreement.** In the event the Planning Commission approval of the Project is appealed to the City Council, Applicant/Owner hereby agrees to defend the City, its officers, employees, agents, consultants and independent contractors (“City’s Agents”) from any third party legal challenge to the City Council’s denial of the appeal and approval of the Project, including, but not limited to, challenges filed pursuant to the California Environmental Quality Act (collectively “Claims”). Applicant/Owner further agrees to indemnify and hold harmless the City and the City’s Agents from any award of attorney fees or court costs made in connection with any Claim.

Applicant/Owner shall execute a written agreement, in a form approved by the City Attorney, evidencing the foregoing commitments of defense and indemnification within thirty (30) days of being notified of a lawsuit regarding the Project. These commitments of defense and indemnification are material conditions of the approval of the Project. If Applicant/Owner fails to execute the required defense and indemnification agreement within the time allotted, the Project approval shall become null and void absent subsequent acceptance of the agreement by the City, which acceptance shall be within the City’s sole and absolute discretion. Nothing contained in this condition shall prevent the City or the City’s Agents from independently defending any Claim. If the City or the City’s Agents decide to

independently defend a Claim, the City and the City's Agents shall bear their own attorney fees, expenses, and costs of that independent defense.

II.

**NOTICE OF MODIFICATION APPROVAL TIME LIMITS:**

The Staff Hearing Officer action approving the Modification shall terminate two (2) years from the date of the approval, per Santa Barbara Municipal Code §28.87.360, unless:

1. An extension is granted by the Community Development Director prior to the expiration of the approval; or
2. A Building permit for the use authorized by the approval is issued and the construction authorized by the permit is being diligently pursued to completion and issuance of a Certificate of Occupancy.

**NOTICE OF TENTATIVE SUBDIVISION MAP (INCLUDING NEW CONDOMINIUMS) TIME LIMITS:**

The Staff Hearing Officer action approving the Tentative Map shall expire two (2) years from the date of approval. The subdivider may request an extension of this time period in accordance with Santa Barbara Municipal Code §27.07.110.

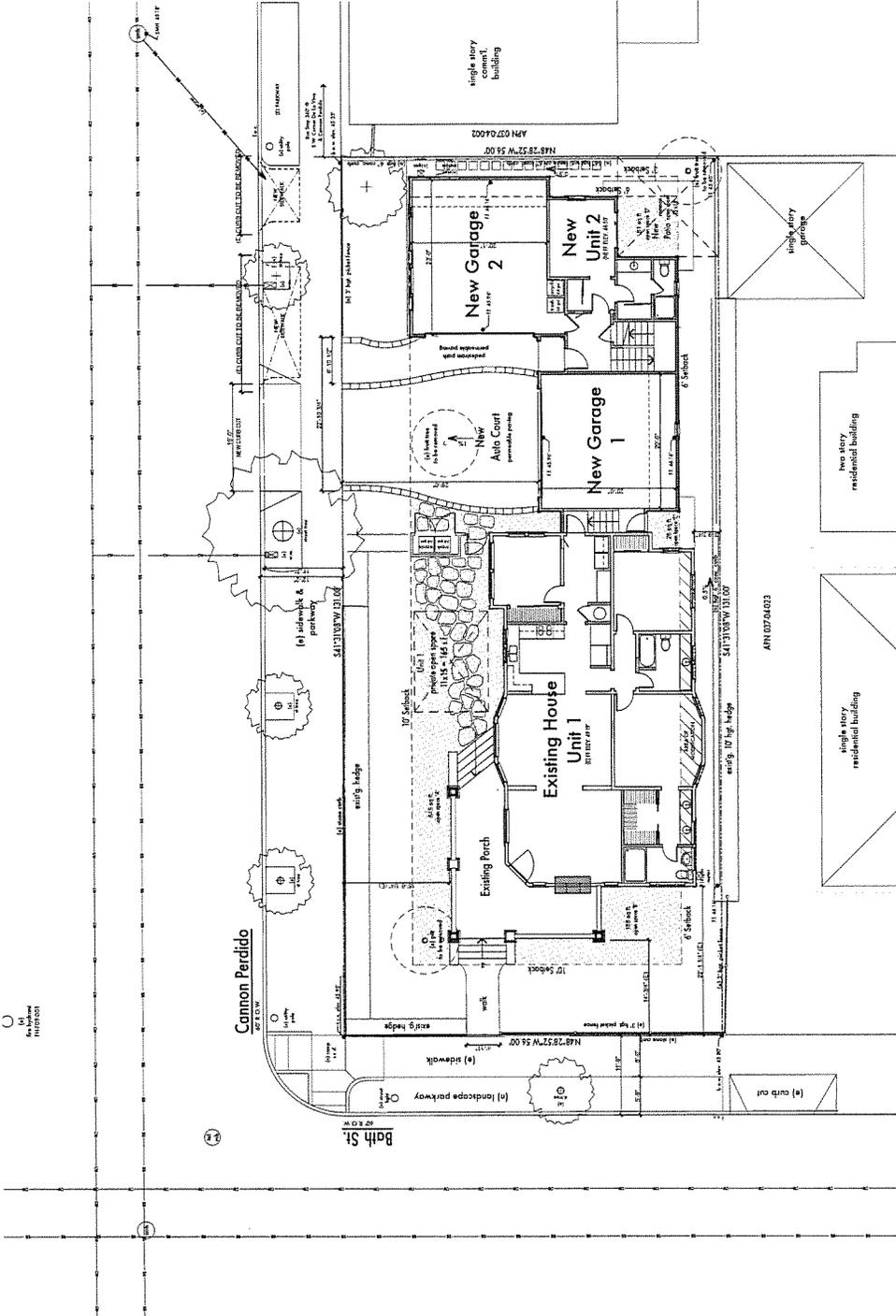
**NOTICE OF TIME LIMITS FOR PROJECTS WITH MULTIPLE APPROVALS (S.B.M.C. § 28.87.370):**

If multiple discretionary applications are approved for the same project, the expiration date of all discretionary approvals shall correspond with the longest expiration date specified by any of the land use discretionary applications, unless such extension would conflict with state or federal law. The expiration date of all approvals shall be measured from date of the final action of the City on the longest discretionary land use approval related to the application, unless otherwise specified by state or federal law.



Drawing:  
**PROPOSED SITE PLAN**

Scale:  
 1/8" = 1'-0"  
 0 1 2 3 4 5 6 7 8  
**A-1.1**



**1 Proposed Site Plan**  
 SCALE: 1/8" = 1'-0"  
 OPEN SPACE CALCULATION:  
 AREA A 645  
 AREA B 183  
 AREA C 26  
 TOTAL OPEN SPACE 854  
 13%

**RECYCLE ALLOCATION REQUIRED:**  
 208 CU YD REQUIRED  
 6 X 208 CU YD = 1,248 CU YD TOTAL  
 1 CU YD = 1.35 GAL  
 1,248 CU YD X 1.35 GAL = 1,685 GAL TOTAL  
 PROPOSED: 1,474 GAL  
 1,474 GAL < 1,685 GAL TOTAL PROPOSED

**SITE PLAN GENERAL NOTES**  
 A. SEE CIVIL DRAWINGS FOR FOOTING, GRADING, DRAINAGE AND UTILITY REQUIREMENTS.  
 B. SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS REQUIREMENTS.

**RECEIVED**  
 JUN 03 2013  
 CITY OF SANTA BARBARA  
 PLANNING DIVISION

**KEITH RIVERA, AIA**

CI7499

April 29, 2013

Staff Hearing Officer  
Planning Division  
City Of Santa Barbara Community Development  
630 Garden Street  
Santa Barbara, CA 93101

Re: 836 Bath St. & 225 W. Cannon Perdido St., Santa Barbara, CA,  
DART Application

Staff Hearing Officer:

The owners of the referenced property seek Staff Hearing Officer approval for the creation of a two unit residential condominium. As the project includes a major addition to an existing non-conforming structure, a modification approval for these improvements is also requested. The existing structure is non-conforming with respect to an encroachment within a side yard setback.

The existing R-4 parcel is 7,336 square feet, (0.17) acres, in size and relatively flat, (2%). Adjacent land uses to the south, west and north are multi-family residential in the R-4 zone. To the east is a commercial office use zoned C-2. Currently the site contains a number of one story structures; a 1,555 sq. ft. three bedroom single family residence, a 383 sq. ft. one bedroom detached cottage, a 173 sq. ft. detached one car garage, a 168 sq. ft. detached one car garage, a 57 sq. ft. detached storage shed and a 74 sq. ft. detached storage shed. All the existing structures are non-conforming with regard to setbacks and the two existing covered parking spaces are non-conforming with respect to size and quantity of spaces required. The site is serviced by city water and sewer and is not adjacent to a creek or water course. The lot is not traversed by any easements or recreational trails.

The existing 1912 residence has been identified as a potential historic resource and is included on the State Historic Resources Inventory. The home has been a long term rental and needs significant rehabilitation including structural, mechanical and electrical work in addition to interior and exterior architectural work.

The project proposes to retain the existing home and demolition of the remaining accessory buildings. In addition, two fruit trees, a pitosporum tree and a 197 sq. ft. attached rear service porch would be removed along with 1,012 sq. ft. of existing on site paving.

The existing home would receive a structural upgrade of its foundation and rehabilitation of it exterior including new windows, roofing and repair of its exterior features. The interior would have new mechanical and electrical systems, the construction of a new bath, remodeled kitchen, bath and utility area as well as a general repair/replacement of the interior finishes and fixtures.

Acme Architecture | Santa Barbara, California | 805.886.9834 | [www.acmearchitecture.com](http://www.acmearchitecture.com)

**EXHIBIT C**

**KEITH RIVERA, AIA**

DART Application Cover Letter  
836 Bath Street Santa Barbara, CA,  
Page 2 of 4

Attached to the east of the existing house two new private two car garages of 443 and 483 sq. feet would be constructed along with a new, two story, 1,221 sq. ft. three bedroom attached residential unit forming the proposed two unit residential condominium.

Compliance with the Inclusionary Housing Ordinance (SBMC §28.43) would be accomplished by payment of the in-lieu fee to the City..

The proposed project would not create smoke, orders or noise sources. Exterior lighting as required by the building code would be provided adjacent to all new exterior doors. These wall mounted fixtures would be mounted no higher than seven feet above the finish floor and would have shielded light sources that cast light downward. A geotechnical investigation will be performed in the construction documents phase of the project for recommendations relative to foundation design and grading. A Historic Structures Report was prepared for the project and the reports recommendations regarding the new roof forms, restoring an existing back of walk fence and architectural detailing at the new unit's first floor entry and second floor pilasters were incorporated. The Historic Landmarks Commission accepted the report as outlined below. A copy of the report is attached.

The proposed project would not involve the use or disposal of hazardous materials and there is no known hazardous materials contamination or abandoned oil wells on site.

A minimum of grading would be required of the relatively flat site to provide required drainage. This would consist of 50 cubic yards of cut and 40 cubic yards of fill that would improve existing drainage patterns. An overall reduction in the site's impervious area and the introduction of permeable paving would reduce overall storm water run off and provide on site percolation and encapsulation as detailed in the project's attached hydrology analysis. The following is a summary of the overall project site coverage statistics:

<u>SITE COVERAGE:</u>	<i>BLDG.</i>	<i>PAVING</i>	<i>LANDSCAPE</i>
EXISTING	2,984 SF (41%)	1,104 SF (15%)	3,248 SF (44%)
PROPOSED	3,299 SF (45%)	781 SF (11%)	3,256 SF (45%)

The project would provide four conforming covered parking spaces, two in each private garage, where currently only two non-conforming spaces exist in two small garages. The two existing spaces are one less than required for the current land uses.

The proposed project meets all requirements of SBMC Section 27.13 as follows:

1. Parking - Four off street spaces have been provided per Ch.28.90.200. See Parking data, Sheet A-0.1 & Site Plan, A-1.1.
2. Private Storage - 300 cubic feet have been provided in the garages. See First Floor Plan A-2-1.

**KEITH RIVERA, AIA**

DART Application Cover Letter  
836 Bath Street Santa Barbara, CA,  
Page 3 of 4

3. Utility Metering - Each unit has separate water, gas & electric metering. See the Preliminary Grading, Drainage & Utilities Plan.  
A water shut off valve shall be provided at each plumbing fixture. See Floor Plan Notes, A-2.1. Each unit has access to their meters and heaters without entry through another unit. See Building Section 1/A3-.2 & Site Plan A-1.1 Each unit has its own electric panel. See Floor Plan, A-2.1.
4. Laundry - Each unit has its own laundry facilities. See Floor Plans, A-2.1 & A-2.2.
5. Public Improvement Districts. The applicant shall waive the right, through deed restriction, to protest the formation of public improvement districts as deemed appropriate by the Advisory Agency.
6. Density Complies with the Zoning Ordinance for this zone. See Variable Density Calcs, Sheet A-O.1.
7. Unit Size - Units exceed the minimum size. See Proposed Areas, Sheet A-O.1.
8. Outdoor Living Space - Outdoor Living spaces have been provided per Section 28.21.081. See Site Plan, A-1.1 and 2nd Floor Plan, A-2.2.
9. Storage of Recreational Vehicles. No storage of recreational Vehicles is proposed.

Project construction activities would include a Demolition Phase of approximately two weeks that would utilize about six workers at any one time using equipment such as the following: (1) Track excavator, (1) Rubber-tire loader, (1) Dump truck, water hoses and various hand tools.

Next a Grading operation would occur over approximately three weeks with about four workers using (1) Rubber-tire loader, (1) Track dozer, (1) Backhoe / Loader, (1) Dump truck, (1) sheep-foot compactor, (2) motor driven hand compactors, water hoses and various hand tools.

The remaining Construction Phase would take approximately forty two weeks, with an average of eighteen personnel on site at any one time and would involve the use of (1) Backhoe, (1) Bobcat, (1) Dump truck, (1) Material handling fork lift, (1) Concrete pumper, Concrete delivery trucks, (1) Mobile boom crane, (1) Waste handling bin, Waste hauling trucks, water hoses and typical power hand tools.

Its anticipated construction staging would occur on site in the existing front yard and proposed driveway area.

A number of pre-application reviews for the project have occurred. On November 28, 2012 a formal Pre-Application meeting occurred with the Modification Hearing Officer who concluded the proposed modification, being technical in nature, was supportable.

As indicated above a Historical Structures Report (HSR) was prepared and accepted by the City's Historic Landmarks Commission (HLC) on December 5, 2012.

A Letter Report Confirming No Archaeological Resources, dated April 29, 2013 prepared by Stone Archaeological Consulting, is attached.

**KEITH RIVERA, AIA**

DART Application Cover Letter  
836 Bath Street Santa Barbara, CA,  
Page 4 of 4

The applicant will incorporate all of the findings and conditions from the HSR into the project description including providing photo documentation of the property prior to its alteration. In addition final plans shall be submitted to the historian of record and the City of Santa Barbara Urban Historian for review to ensure that the project is consistent with the Secretary of the Interior's Standards as outlined in the HSR.

On January 16, 2013 a concept review with the HLC occurred and they continued the project on to the Staff Hearing Officer with positive comments regarding the design and support for the requested Modification. On April 24, 2013 an additional concept review with the HLC occurred where they reviewed the preliminary landscape plan and architectural refinements. They had favorable comments for the design and made the Compatability Analysis Findings.

In addition to the above pre-application reviews the applicant had an informal over the counter review with transportation staff regarding the proposed parking and driveway layout and incorporated their input into the design. An additional meeting occurred on April 2, 2013 with Chelsea Swanson, of the Transportation Division, to incorporate additional transportation comments.

The owner grew up in the existing home and recently retained ownership from his family. Inspections of the premises with a licensed contractor however underlined the state of disrepair of this old home after many years as a rental with minimal oversight or maintenance: The house needs significant rehabilitation work if it is to be retained. This project will resolve numerous deficiencies the property currently has by restoring the existing home, eliminating the many non-conforming accessory structures in the setbacks and bring it into compliance with respect to parking and open space requirements.

The owner intends to maintain ownership of the completed project and rent the units. Ultimately the two unit condo configuration will allow him to equitably pass the property on to his own two children. This project then will make the preservation of the house economically feasible, maintaining the character of the property while providing additional family oriented three bedroom housing close to downtown for the community.

Please contact me should you need any additional information regarding this application. Thank you for your attention to this matter and we look forward to the results of your review.

Sincerely,



Keith Rivera, AIA  
339 Woodley Ct.  
Santa Barbara, CA 93105  
cc: Arthur Louie



HISTORIC LANDMARK COMMISSION  
CASE SUMMARY

**MST2012-00385**

R-NEW UNIT

836 BATH ST

Page: 1

---

**Project Description:**

Proposal for a two-unit subdivision to include the following: demolish two detached single-car garages, a 383 square foot, one-bedroom cottage, an attached 102 square foot service porch, and two detached storage sheds. Structurally upgrade an existing three-bedroom, one-story house and foundation and replace windows and roof. Construct a new attached two-story, three-bedroom dwelling unit and two attached two-car garages to create a two-unit condominium. Also proposed is associated new landscaping and paving. Staff Hearing Officer review is required. This is on the City's List of Potential Historic Resources: "Residence: Constructed in 1912."

**Activities:**

**4/24/2013**

***HLC-Concept Review (Continued)***

*(Second Concept Review. Comments only: Project requires Environmental Assessment, Compatibility Criteria Analysis, and Staff Hearing Officer Review. Project was last reviewed on January 16, 2013.)*

*Actual time: 3:25 p.m.*

*Present: Kelly Brodison, Assistant Planner; Bob Cunningham, Landscape Architect; and Keith Rivera, Architect*

*Public comment opened at 3:33 p.m. and, with no one wishing to speak, it was closed.*

*Motion: Continued indefinitely to the Staff Hearing Officer with comments:*

- 1. The project generally meets the Compatibility Criteria Analysis per SBMC 22.22.145(B) and 22.68.045(B).*
- 2. The hedge is supportable at its existing height. A waiver for the removal of the five foot fence requirement is supportable.*
- 3. The applicant is commended for the architectural style and renderings.*
- 4. Pursue street tree co-designation on West Cañón Perdido Street to be the fern pine (*Podocarpus*) and evergreen pear (*Pyrus kawakamii*).*

*Action: Winick/Drury, 6/0/0. (Boucher/Murray/Sharpe absent.) Motion carried.*

**EXHIBIT D**

**Activities:**

**4/10/2013**                    **HLC-Resubmittal Received**

*Full Board*

**3/11/2013**                    **HLC-FYI/Research**

*Compat. Crit. Analysis required at NEXT HLC hearing.*

**1/16/2013**                    **HLC-Concept Review (New) - PH**

*(Comments only: Project requires Environmental Assessment and Staff Hearing Officer Review.)*

*Actual time: 4:04 p.m.*

*Present: Keith Rivera, Architect*

*Public comment opened at 4:15 p.m.*

*Bruce Venturelli, adjacent property owner, expressed concern with the street parking and potential automobile accidents due to ingress and egress as proposed.*

*Wanda Venturelli, adjacent property owner, commented on the quality of the materials for the project.*

*Public comment closed at 4:20 p.m.*

*Motion: Continued to the Staff Hearing Officer with positive comments in support of the modification and design:*

- 1. The project is headed in the right direction.*
- 2. The Commission appreciates the restoration of the existing structure.*
- 3. Study a more complete trellis over the garage door.*
- 4. Study adding divided lights to the two side windows above the garage on the north elevation.*
- 5. Restudy the roof form on the north-east elevation so that it is better integrated with the floor above.*
- 6. Provide more detail of the east elevation.*
- 7. Reduce the floor-to-floor on the north elevation above the garage.*

*Action: La Voie/Oriás, 5/0/0. (Sharpe stepped down. Boucher/Drury/Sharpe/Winick absent.) Motion carried.*

**12/5/2012**                    **HLC-Historic Structures Report**

*(Review of Historic Structures/Sites Report prepared by Post/Hazeltine Associates. The report found the residence to be eligible for Structure of Merit status.)*

*Actual time: 1:45 p.m.*

**Activities:**

*Present: Dr. Pamela Post and Timothy Hazeltine, Historical Consultants*

*Staff comments: Nicole Hernández, Urban Historian, commented that staff supports the report's conclusions that the project meets the State of California Environmental Quality Act Guidelines of the City's Master Environmental Assessment.*

*Public comment was opened at 1:45 p.m. and, with no one wishing to speak, it was closed.*

*Motion: To accept the report as presented with the comment that the report is well prepared.*

*Action: La Voie/Shallanberger, 8/0/0. Motion carried. (Sharpe stepped down.)*

**12/5/2012 HLC-Hist. Struc. Rpt Accepted**

*HSSR dated 10/22/12, prepared by Post/Hazeltine Associates was accepted as presented.*

**11/29/2012 HLC-Correspondence/Contact**

*Hi Keith,*

*I see you had your SHO consult yesterday and I was wondering if the project description has changed from the outcome of the meeting.*

*Here's what the mailed notice will say:*

*Proposal for a two-unit subdivision to include the following: demolish two detached single-car garages, a 383 square foot, one-bedroom cottage, an attached 102 square foot service porch, and two detached storage sheds. Structurally upgrade an existing three-bedroom, one story house and foundation and replace windows and roof. Construct a new attached two-story, three-bedroom dwelling unit and two attached two-car garages to create a two-unit condominium. Also proposed is associated new landscaping and paving. Staff Hearing Officer review is required. This is on the City's List of Potential Historic Resources: "Residence: Constructed in 1912."*

*This will be mailed out on January 3rd, for the meeting of January 16th.*

**11/29/2012 HLC-FYI/Research**

*Email from Suzanne R. to Susan G. regarding case planner status and prelim zoning plan check responsibility:*

*This is not a case that will be assigned to me. The project is a TSM and Modification. If a project requires any other discretionary other than a modification or PSP that must be approved by PC or SHO it is assigned to a Development Review Planner. I will not be doing a complete plan check on this project. The applicant was advised to submit a DART application.*

**11/19/2012 HLC-Correspondence/Contact**

*Email to Keith:*

*Hi Keith,*

*This is to confirm your pre-application appointment with Suzanne Riegle on Wednesday, November 28th at 3:30pm. I have created a Pre-case (#PRE2012-00348) in the Tidemark system. Please come in a few minutes early and request a Pre-case form at the Planning Counter, complete it using this number, and*

**Activities:**

*pay the \$65.00 fee prior to your appointment.*

*The Historic Structures/Sites Report is on the December 5th HLC agenda.*

*At your request, the first HLC Concept Review of the project will be held on Wednesday, January 16th with the notice to be mailed out on January 3rd.*

*Please know that new plan sheets showing any requested revisions by Suzanne will need to be submitted (and inserted by you into the existing three sets) earlier rather than later so that the plans can be checked once again.*

*Thanks very much, Susan*

*Susan Gantz, Planning Technician II*

**11/19/2012 HLC-Mailed Notice Prepared**

*DRAFT notice prepared for mailing on 1/3/13. May need revisions after Suzanne's meeting with Keith Rivera.*

**11/19/2012 HLC-Resubmittal Received**

*This is a new submittal for the project. See notes written on checklist for outstanding items.*

**11/19/2012 HLC-Posting Sign Issued****11/19/2012 HLC-FYI/Research**

*Keith Rivera will meet with Suzanne Riegle for SHO consultation on Wednesday, November 28th at 3:30. The HSSR will be on the December 5th agenda. Keith has requested his first HLC Concept review to be on January 16th with the notice to be mailed out on January 10th.*

**11/12/2012 HLC-FYI/Research**

*Routed mailed notice mailing list request form to GF.*

**11/8/2012 HLC-FYI/Research**

*FEES QUOTED in email to applicant:*

*Keith,*

*We compare the two fees for "new" and "additions" and charge only one, higher fee, which in this case is \$1,405.00 (1-4 new units), plus the mailed notice fee of \$125.00, for a total of \$1,530.*

*Thanks, SG*