

To: Mayor and Ross Town Council
 From: Elise Semonian, Senior Planner
 Re: Boes, Request for re-approval, 19 Woodside Way, File 1816
 Date: June 6, 2012

I. Project Summary

Owner: Todd and Julie Boes
 Location: 19 Woodside Way
 A.P. Number: 73-252-03
 Zoning: R-1:B-6 (Single Family Residence, 6,000 sq. ft. minimum lot size)
 General Plan: Medium Density (6-10 units per acre)
 Flood Zone: Zone X (area outside the 1-percent annual chance floodplain)

II. Project Description

Request for re-approval of plans approved May 12, 2011, expired May 12, 2012, to allow a building permit to be issued for the project. The plans included approval of design review, demolition permit and variances to allow partial demolition of the existing residence, demolition of the garage, and an addition and significant remodel to the remaining structure. The project includes removal of the garage and southwest bedroom wing and demolition of walls, windows and doors on each elevation of the remaining residence. A new garage and two-story addition would be constructed. The applicants request a setback variance to locate a covered entry porch in the area of the existing entry, maintaining the existing encroachment into the northwest side yard setback (15 feet required, approximately 8 feet existing and proposed). Variances are also requested to retain the existing den and living room within the rear yard setback (40 feet required, 21.5 feet existing) and to modify the existing stairs and deck in the rear yard area (40 feet required, 22 feet existing and proposed). Design review of associated landscaping including realignment of the driveway, a new 6-foot-tall auto gate and entry columns, 170 feet of retaining wall ranging from 3 feet to 11 feet tall, and 80 cubic yards of grading (cut). Design review and an encroachment permit is requested to locate a new 6-foot-tall pedestrian gate and landscaping within the Spring Road right-of-way. Total existing floor area is 2,962 square feet. Total floor area of 4,524 square feet is proposed.

Lot area	23,516 sq. ft.	
Existing Floor Area	12.6%	
Proposed Floor Area	19.2%	(20% permitted)
Existing Lot Coverage	18.0%	
Proposed Lot Coverage	18.4%	(20% permitted)
Existing Impervious Areas	19.1%	
Proposed Impervious Areas	23.8%	

III. Discussion

This application is, essentially, a request for a one-year time extension to the project the Town Council approved on May 12, 2011. However, the request was not received prior to expiration of the original approval on May 12, 2012.

A variance and design review approval expires one year from the date of approval if an applicant does not secure a building permit or commence construction. The zoning ordinance provides that the Town Council may grant up to two one-year extensions of the approval if they determine that the findings made in the original approval remain valid. The zoning ordinance requires applicants to request the extension prior to the expiration of the original approval. (R.M.C. Sections 18.41.130 and 18.50.110).

The applicants received Town Council approval of their remodel/demolition/addition project on May 12, 2011. The project architect submitted plans for the building permit in September 2011. The building permit plans reflected the changes required by the Town Council. As noted in the project architect's letter, attached, the applicants did not want to pull the building permit, which begins the 18-month construction completion time limit, until they were ready for construction. The construction bids came in higher than expected and they began negotiating the project pricing. During this time, the project approval expired. The applicants were not aware that they were required to pull the permit or request the extension prior to May 12, 2012, or they would have done so.

The minutes and staff report for the February 2010 Council meeting, with the findings and conditions of approval, are attached. No changes have been made to any relevant Town codes since the project was approved and the findings and conditions of the original approval remain valid.

The Town Council has routinely approved timely extension requests. Most extension requests are received prior to application for a building permit. The Council may grant up to two one-year extensions. Here, the applicants submitted their building permit plans and were ready to pull the building permit and begin construction prior to the expiration of the approval. However, they did not realize there was an expiration date for the planning approval. The applicants would like to pull the permit in June 2012.

IV. Recommendation, Findings, & Conditions

Staff recommends approval of the requested project re-approval to extend the planning approval until May 12, 2013, essentially a one-year project extension, based on the original findings and conditions of approval.

The standard planning application fee for this project is \$6,300 and the fee for an extension request is \$500. Staff recommends that the Town Council waive all but \$500 of the planning application fees (full building permit fees will still be required prior to issuance of the permit), so that fees will be equivalent to a planning extension request.