

**CERTIFICATE OF APPROPRIATENESS  
COAC2202-01  
CONDITIONS OF APPROVAL  
3325 E. 4<sup>th</sup> Street**

1. This approval is for a Certificate of Appropriateness for the conversion of a detached one-story 336-square-foot one-car garage with attached 126-square-foot storage room, into a single-story 800-square-foot accessory dwelling unit (ADU). The overall project consists of a 23-square-foot area of demolition, 361-square-foot addition, a new 82-square-foot entry, and new 303-square-foot rear/side deck area. The property is located at 3325 E. 4th Street, and the existing primary structure and associated garage are contributing structures to the Rose Park South Historic District. The improvements to the property shall be as shown on plans received by the Department of Development Services – Planning Bureau submitted on April 4, 2022, as amended by the subject Conditions of Approval. These plans are on file in this office, except as amended herein.
2. The project must be completed per the plans approved by the Cultural Heritage Commission, including all conditions listed herein. Any subsequent changes to the project must be approved by the Cultural Heritage Commission, or by Planning Bureau staff, prior to implementation. Upon completion of the project, a staff inspection must be requested by the Applicant, to ensure that the proposed project has been constructed in accordance with approved plans, and in compliance with all Conditions, before occupancy hold can be released and before the final inspection can be signed-off.
3. There is a ten (10) calendar-day appeal period that will lapse at 4:30 p.m., ten calendar days following the action by the Cultural Heritage Commission is made. Appeal of the Commission's action will not be accepted after this time. A separate fee will apply to appeal an action taken by the Cultural Heritage Commission.
4. This Certificate of Appropriateness shall be in full force and effect from and after the date of the rendering of the decision by the Cultural Heritage Commission. Pursuant to the Cultural Heritage Commission Ordinance Section 2.63.080(I), this approval shall expire within three (3) years if the authorized work has not commenced. Should the applicant be unable to comply with this restriction, an extension may be granted pursuant to Section 2.63.080(I) for a maximum of an additional 12 months. The applicant must request such an extension prior to expiration of this Certificate of Appropriateness. After that time, the applicant will be required to return to the Cultural Heritage Commission for approval. In addition, this Certificate of Appropriateness shall expire if the authorized work is suspended for a 180-day period after being commenced.
5. All required building permits shall be obtained by the applicant, as needed. Building permits must be obtained prior to the implementation of any construction or rehabilitation work. Separate plan-check and permit fees will apply.

6. All Conditions of Approval must be printed verbatim on all plans submitted for plan review to the Department of Development Services. These Conditions must be printed on the site plan or a subsequent reference page.
7. All utility apparatuses shall be fully screened from view along the public right-of-way. Such items include but are not limited to: rain barrels, air conditioning units, utility meters, electrical panels and rooftop mechanical equipment.
8. All improvements and repairs on the main residence fronting E. 4<sup>th</sup> Street, shall require a separate Certificate of Appropriateness application to be submitted to Planning Bureau Historic Preservation staff.
9. Any building materials, architectural details, or window and door trim used in the proposed project shall be consistent with the City's Folk Victorian Style Guide.
10. Any damage to the existing primary historic residence as a result of the proposed ADU, shall be required to be restored as original like-for-like, prior to final inspection by the Planning Bureau.
11. The proposed ADU shall be painted with a consistent color palette in accordance with the Folk Victorian Style Guide (as shown on the plans,) prior to final inspection.
12. The applicant shall submit a separate Certificate of Appropriateness for any future repairs to the main dwelling, including repairs to the roof, windows, or wood siding. The subject approval does not authorize any work to the existing historic main residence.
13. Any changes to the plans approved by the Cultural Heritage Commission and staff, must be reviewed and approved by the Director of Development Services or their designee, prior to implementation. Significant changes to the project's design will require subsequent approval by the Cultural Heritage Commission, prior to Department of Development Services permit.
14. A building inspection must be completed by Planning Bureau staff to verify compliance with the plans approved by Cultural Heritage Commission, prior to issuance of a Certificate of Occupancy from the Building Bureau.
15. All proposed landscaping shall be subject to Chapter 21.42 (Landscaping Standards) of the City Zoning Code.
16. The proposed roofing material and color shall match that of the existing primary residence. A roofing sample and specifications shall be submitted to the Planning Bureau staff for approval, prior to the issuance of building permits.
17. All new windows on the proposed ADU (only), shall be allowed using visually compatible materials such as wood, wood-clad windows, fiberglass and aluminum-clad windows. All windows shall be double-hung and fixed sash, as shown on the

window schedule within the approved plans. The window manufacturer specifications shall be submitted to the Planning Bureau staff for approval, prior to the issuance of building permits. The subject approval does not otherwise authorize any replacement of windows on the existing historic main structure, and a separate Certificate of Appropriateness and building permits shall be secured prior to changing any windows on this building.

18. The windows on the elevations shall be revised to match the window type and style as shown on the approved window schedule.
19. As a Condition of any City approval, the applicant shall defend, indemnify and hold harmless the City and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul the approval of the City concerning the processing of the proposal / entitlement or any action relating to, or arising out of, such approval. At the discretion of the City and with the approval of the City Attorney, a deposit of funds by the applicant may be required in an amount sufficient to cover the anticipated litigation costs.