

CERTIFICATE OF APPROPRIATENESS
COAC2104-02
CONDITIONS OF APPROVAL
352 Carroll Park West

1. This approval is to allow the conversion of an existing 651-square-foot, three-car garage into a 385 square-foot two car garage with a 266-square-foot accessory structure and to construct a new 800-square-foot accessory dwelling unit (ADU) above the accessory space in the Single-Family Residential District with Standard Lots (R-1-N) Zoning District in the Carroll Park Historic District. The improvements to the property shall be as shown on revised plans received by the Department of Development Services – Planning Bureau dated September 3, 2021, as amended by the 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 before 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.
3. There is a ten calendar-day appeal period that will lapse at 4:30 p.m., ten calendar days after 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 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 an additional 12 months maximum. 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. This permit shall be invalid if the owner(s) and/or applicant(s) have failed to return written acknowledgment of their acceptance of the conditions of approval on the *Conditions of Approval Acknowledgment Form* supplied by the Planning Bureau. This acknowledgment must be submitted within 30 days from the effective date of approval.

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6. 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.
7. 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.
8. All utility apparatuses shall be fully screened from view from public rights-of-way. Such apparatuses include but are not limited to rain barrels, air conditioning units, utility meters, and electrical panels. The applicant shall work with Planning Bureau staff on the final design of utility screening and /or enclosures at the proposed ADU.
9. Any additional proposed exterior improvements not expressly approved on the plans or approved by this action shall require a separate Certificate of Appropriateness.
10. Any proposed changes to the plans approved by the Cultural Heritage Commission and staff will need to 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 review and approval by the Cultural Heritage Commission before permits are issued by the Department of Development Services.
11. 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.
12. All proposed landscaping shall be subject to Chapter 21.42 of the Zoning Code.
13. The proposed roof material and color shall match the composition shingles on the existing primary house and garage.

Special Conditions

14. The garage, office and proposed ADU shall be painted to match the principal color as follows: Base – Roycroft Bronze Green (SW2846), Trim – Downing Sonte (SW2821), Highlight – Sealskin (SW7875).
15. Any building materials, vents, architectural details, window and door trim, used in the project, shall be shown on the construction plans and shall be reviewed by the Department of Development Services; Planning Bureau during the plan check review process.

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16. The proposed garage and accessory office space/ADU structure shall be clad with real wood siding on all elevations.
17. All new windows and doors on the ADU, and garage and accessory office space are to be constructed of wood. Wood clad and vinyl windows are not permitted as a building material. The window and door manufacturer specifications shall be submitted to the Planning Bureau staff prior to the issuance of building permits. No changes to windows on the primary structure are permitted as a part of this approval. A separate Certificate of Appropriateness and building permits shall be secured prior to any future changing of windows on the primary structure.
18. The applicant shall include obscured glazing windows to the north and south elevations of the second floor ADU.
19. If retrofitting of the garage cannot be achieved the non-contributing garage can be demolished and rebuilt to accommodate the proposed second floor ADU if necessary.
20. 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.