

June 4, 2013

Dear Alameda Property Owner:

This letter is to inform you that the City of Alameda has received an **application for Design Review** for an exterior alteration (PLN13-0162) at **3263 Fernside**. The project will be reviewed by Planning Division staff and a final decision will be made on **Monday, June 17, 2013**.

**DESCRIPTION OF WORK:**

The project consists of adding a 198 square foot rear deck with a height of 8-feet from grade and setback of 3-feet from the rear yard setback. The rear yard abuts the estuary.

The project is located within an R-2 (Two-Family Residence) zoning district.

**TO FIND OUT MORE:**

Plans are available for review at the City of Alameda Community Development Department, 2263 Santa Clara Avenue, Room 190. Christina Ratcliffe, the project planner, may be contacted at 747-6805, if you would like to discuss this project or schedule an appointment to review the plans. You may also provide comments via email: [CRatcliffe@ci.alameda.ca.us](mailto:CRatcliffe@ci.alameda.ca.us).

**COMMENTS?**

Written (either on paper or e-mail) comments may be submitted to the Community Development Department within ten (10) calendar days of this letter. Based on all the information in the record, a determination to approve or deny the application will be made on **June 17, 2013**.

**TO APPEAL THE DECISION OF THE PLANNING DIRECTOR:**

Once the decision is made, a ten (10) calendar day appeal period shall commence. During that ten day period, any interested person may appeal the decision to the Alameda Planning Board. The appeal must be in writing and filed with the Community Development Department, Planning Division. The appeal must state in detail the factual basis for the appeal. A fee of \$250 (+ \$500 Deposit) is required at the time of submittal of the appeal for a residential project. An appeal fee of \$350 (+ \$2,500 Deposit) is required for the appeal of a commercial project.