

July 11, 2013

Dear Alameda Property Owner or Resident:

This letter is to inform you that the City of Alameda has received an **application for Design Review (PLN13-0201)** from your neighbor at **2255 Santa Clara Avenue (Elks Lodge)**. Planning Division staff will review the project and a final decision will be made on July 22, 2013.

**DESCRIPTION OF WORK:**

The project consists of demolition work on an accessory building on the Elks Lodge property. The proposed demolition involves removal of a portion of the Bowling Building that formerly served as the Old Lodge and Boy Scout shed. This approximately 120 sq. ft. portion of the Bowling Building was originally built as a temporary stand-alone structure during the construction of the current Elks Lodge main building. The temporary structure was built without a foundation and was subsequently incorporated into the Bowling Building in its current form. The applicant requests approval to demolish the old temporary structure because it is structurally unsound and hazardous to the occupants of the Bowling Building. In place of the temporary structure, the applicant is proposing to repair an existing wall shared between the Bowling Building and the temporary structure with exterior materials to match the remainder of the Bowling Building. The area within the footprint of the temporary structure will be converted into an outdoor activity area. The project is located within an R-6 Hotel Residential zoning district.

**TO FIND OUT MORE:**

Plans are available for review Monday through Thursday at the City of Alameda Community Development Department, 2263 Santa Clara Avenue, Room 190. Plans are also available online at <https://aca.accela.com/alameda/>. Allen Tai, the project planner, may be contacted at **747-6888** if you would like to discuss this project. You may also provide comments via email: [atai@alamedaca.gov](mailto:atai@alamedaca.gov).

**COMMENTS?**

Written comments (e-mail is acceptable) 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 July 22, 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. An appeal fee of \$350 (+ \$2,500 Deposit) is required for the appeal of this project.