

August 29, 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** (PLN13-0236) from your neighbor at **2200 Otis Drive**. Planning Division staff will review the project and a final decision will be made on September 10, 2013.

DESCRIPTION OF WORK:

Alter the façade of an existing Burger King restaurant. Changes include new siding, modifying rooflines and extending the covered entry facing Otis Drive.

The project is located within a C-2-PD, Central Business, Planned Development Combining 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/>. **Laura Ajello**, the project planner, may be contacted at **747-6870** if you would like to discuss this project. You may also provide comments via email: lajello@ci.alameda.ca.us.

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 **September 10, 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.