

September 4, 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** (PLN13-0249) from your neighbor at **3008 Windsor Drive**. Planning Division staff will review the project and a final decision will be made on **Tuesday, September 24, 2013**.

**DESCRIPTION OF WORK:**

The project consists of a second story addition above the rear section of an existing single-family residence. The proposed addition is approximately 612-square feet in size, and it will increase the height at the rear of the building from 16 feet 7 inches to 23 feet 7 inches, where buildings up to 30 feet tall are allowed by right in the R-1, One Family Residence Zoning District. The proposed addition meets required setbacks on the east side where there is a 10'4" driveway and on the south side (rear where there is a 28'10" distance between the building and the rear property line. The proposed addition will be extended along an existing four-foot eleven-inch non-conforming side yard setback on the west side of the property, where a setback of five feet is normally required. This side yard setback exception (a difference of one inch) requires the City to make a finding that no adverse effects such as shading or view blockage will occur on adjoining properties pursuant to Alameda Municipal Code Section 30-5.7(k) and (l).

**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 September 24, 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.