



NOTICE OF BOARD OF ADJUSTMENTS AND APPEALS MEETING

July 18, 2023

Members of the public are invited to attend remotely or in person through the options listed below. Public comment is welcome for items appearing on the agenda or on any matter of BOA concern. Each speaker is allotted a maximum of five minutes to speak.

Individuals wishing to comment on an agenda item must register in advance by contacting boaplanning@auroragov.org.

View or Listen Live

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<https://auroragov.webex.com/auroragov/j.php?MTID=m7b07020b2f5f26c70b5ec6cc95852002>

Event Password: Aurora2020

Call-in Participation

Call 720.650.7664

Access Code: 2487 710 8624

Event Password: 28767220

In-person Participation

Aurora Municipal Center
Aspen Room, 2nd Floor
15151 E Alameda Parkway
Aurora, CO 80012

Knock to be granted access to the building by security.

Translation/Accessibility

If you are in need of an interpreter, please contact the Office of International and Immigrant Affairs at 303-739-7521. Si necesita un intérprete, comuníquese con la oficina de asuntos internacionales e inmigrantes al numero 303.739.7521.



AGENDA

Board of Adjustment and Appeals

Tuesday, July 18, 2023

6:00 p.m.

Hybrid Meeting

Aurora Municipal Center

15151 E Alameda Pkwy, 2nd Floor

Aurora, CO 80012

Pages

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - 3.a Draft BOA Meeting Minutes for June 20, 2023 2
4. ADOPTION OF AGENDA
5. GENERAL BUSINESS
 - 5.a 09-23 - 2050 N Kingston St 7

A request by the property owner, David Tucker, for the following Single-Family Dwelling Variance: To allow expanded front yard parking in addition to the proposed rear yard parking area.
6. OTHER BUSINESS
 - 6.a BOA Suggestions for Process Improvements 45
7. ADJOURNMENT

Planning Department
City of Aurora, Colorado

SUMMARY OF BOARD OF ADJUSTMENT AND APPEALS ACTIONS

BOA Hearing Date: June 20, 2023
Hearing Location: Hybrid Public Hearing, held via WebEx and in person
Case Manager: Stephen Gubrud

Board Members Present: Lynn Bittel
Kari Gallo
Richard Palestro
Andris Berzins
Ron Swope

City Staff Present: Brandon Cammarata
Daniel Money
Rachel Allen
Stephen Gubrud
Diane Webb

Case Number: 06-23 – 828 S Naples Way

Description:

Request by the property owner, Lance Martin, for the following Single-Family Dwelling Variance: An adjustment to the requirement of Section 146-4.2.2, Table 4.2-2 which requires that the interior side setbacks be a minimum of 5 feet within the R-1 zone district.

Recommendation from staff to approve the variance as requested.

Case Presentation Given at the Hearing:

Staff gave a presentation describing the applicant's request, the context of the neighborhood and the subject property, and an analysis of the request with respect to the Code Criteria of Approval. The applicant's request would reduce the required interior side setback from five feet to two to allow for an attached carport/cover structure.

Mr. Bittel stated he had visited the site, then he asked which Board members visited the site.

Mr. Berzins and Mr. Palestro replied that they had. Ms. Gallo and Mr. Swope replied that they had not.

Mr. Berzins asked the staff if an approved variance is concurrent with the land. He questioned how a variance could expire. Since the variance was previously approved in 2016, why does the applicant have to appear before the Board for the same request? Mr. Berzins asked if the current application is the same as the application from 2016.

Daniel Money, City Attorney, clarified that a lapsing of approval has occurred with this case. He cited the ordinance in Section 5.3.14, Table 5.3-1 stating that approved variance requests must be completed within one year or they will be forfeited. Mr. Money provided further clarification of the ordinance.

Mr. Berzins asked if the current application is the same as the one from 2016.

Stephen Gubrud, Case Manager, explained that the setback request is the same, but the variance approved in 2016 was for an enclosed garage. The current variance request is for a carport in the same location.

The applicant, Lance Martin, 828 S Naples Way, Aurora, CO 80017, was available in person for questions. He stated he is building a carport instead of a garage because it is easier to meet the code. The carport will allow him to store his boat and prevent wildlife in the area from destroying it. Mr. Martin stated his neighbor supports building the carport.

General discussion ensued regarding the open structure carport, setbacks, and drainage.

Mr. Bittel noted that the neighbor next to Mr. Martin has the exact same structure on his property. Mr. Bittel also asked Mr. Martin if he would be prepared to build this time if the variance was approved.

Mr. Martin replied that he would, and he explained the reasons he could not complete the work the last time the variance was approved in 2016.

Mr. Berzins recommended that the applicant be held to the same layout as the previous 2016 application.

Mr. Martin clarified the dimensions are the same, just the open style has changed.

General discussion ensued regarding the location and dimensions of the carport and ensuring the project is the same as the one previously approved in 2016.

Ms. Gallo noted there were no schematics in the current report.

Mr. Swope noted the original variance request was for a garage and not a carport. He asked if there were blueprints of the carport. Since the variance approved to build a garage in 2016 expired, and the applicant is now requesting to build a carport, this would be a new request. Anything prior should be disregarded.

Mr. Gubrud provided the schematics and building permit for the carport.

Brandon Cammarata, Planning Department Manager, clarified the setback variance is being granted for the north side yard adjacent to the house.

There was no further discussion of the case and no further questions from members of the Board.

Public Comment Given at the Hearing:

No members of the public gave comment at the virtual hearing.

Board of Adjustment and Appeals Results

A motion was made by Mr. Berzins and seconded by Mr. Palestro.

Move to approve the variance request because the proposal complies with the required findings of Code Section 146, and:

- Does not have an adverse impact on adjacent properties;
- Is consistent with the neighborhood character;
- Is compatible with adjacent development;
- Will not have a negative impact on existing city infrastructure or public improvements; and
- Will achieve an internal efficiency of design.

Action Taken: Approved

Votes for the Waiver: 5
Votes against the Waiver: 0
Absent: None
Abstaining: None

Case Number: 07-23 – 14886 E Crestridge Place

Description:

Request on behalf of the property owner, Stephen Wickham, by Jake Ostigaard of Deck Escapes, LLC for the following Single-Family Dwelling Variance: An adjustment to the requirement of Section 146-4.2.4, Table 4.2-10 which requires that decks above 30 inches in grade not extend into within 10 feet of the rear property line.

Recommendation from staff to approve the variance as requested.

Case Presentation Given at the Hearing:

Staff gave a presentation describing the applicant's request, the context of the neighborhood and the subject property, and an analysis of the request with respect to the Code Criteria of Approval. The applicant's request would allow a deck greater than 30 inches in height above grade within one foot of the rear property line.

Mr. Berzins asked where the property line is.

Stephen Gubrud, Case Manager, replied that this setback would be smaller than the neighbor's and closer to the property line.

Mr. Berzins asked about utility easements.

Mr. Gubrud responded that there are no easements running through the property in the back that would be inaccessible.

Further discussion ensued regarding the property line and utility easements.

Ms. Gallo asked for clarification of the pictures in the staff report.

Mr. Gubrud displayed pictures to give an example of the intended deck to be built and where the property line lies.

The applicant, Jake Ostigaard of Deck Escapes, LLC, was available online for questions and provided further information about the proposed deck. He stated that one of the pictures in the presentation showed a deck that he built for a neighbor which extends farther from the home than the current deck variance being requested. He added that his building plans have been approved.

Mr. Berzins asked if the variance being requested is for the deck's proximity to the property line.

Mr. Gubrud replied that is correct. He provided building plans to demonstrate the existing deck and the proposed deck.

Mr. Berzins asked how much farther the new deck would extend to the property line.

Mr. Gubrud responded four feet.

Ms. Gallo asked if the HOA was fine with the proposed deck.

Mr. Gubrud replied yes. The plans have been seen and approved by the HOA.

Mr. Berzins asked who owns the greenbelt that the property abuts.

Mr. Palestro stated it is probably county property.

General discussion ensued regarding the setbacks and easements.

Ms. Gallo moved to close the discussion.

The motion was seconded, and the discussion was closed.

There was no further discussion of the case and no further questions from members of the Board.

Public Comment Given at the Hearing:

No members of the public gave comment at the virtual hearing.

Board of Adjustment and Appeals Results

A motion was made by Ms. Gallo and seconded by Mr. Berzins.

Move to approve the variance request because the proposal complies with the required findings of Code Section 146, and:

- Does not have an adverse impact on adjacent properties;
- Is consistent with the neighborhood character;
- Is compatible with adjacent development;
- Will not have a negative impact on existing city infrastructure or public improvements; and
- Will achieve an internal efficiency of design.

Action Taken: Approved

Votes for the Waiver: 5

Votes against the Waiver: 0

Absent: None

Abstaining: None

Other Topics Discussed at the Hearing:

Draft Board of Adjustment and Appeals minutes from May 16, 2023, were approved unanimously by those present.

Mr. Berzins presented an item for discussion regarding improvements to the BOA process, including what should be required in an application and the timeliness and consistency of staff reports. There was a general discussion, and it was concluded that staff and Board members would review the document and discuss it in further detail at next month's meeting.

Mr. Bittel proposed changing the BOA meeting time as a topic for further discussion next month.

Daniel Money, City Attorney, provided context for the proposed changes and explained the bylaws.

SUMMARY OF PROCEEDINGS PREPARED AND SUBMITTED BY: Stephen Gubrud

Lynn Bittel, Chairman

Stephen Gubrud, City of Aurora



Planning Division
 15151 E. Alameda Parkway, Ste. 2300
 Aurora, Colorado 80012
 303.739.7250

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MEMORANDUM

- To:** **To:** Lynn Bittel, Board of Adjustment Chairman
 Board members: Andris Berzins, Kari Gallo, Ron Swope, Richard Palestro, Marty Seldin
- From:** Stephen Gubrud, Planner, Board of Adjustment staff liaison
- Date:** July 14, 2023
- Hearing Date:** July 18, 2023
- Subject:** BOAA Case No. 09-23 – 2050 N Kingston St
- Notification:** The Notice of Variance Request was mailed to abutting property owners on July 7, 2023, and a notice of virtual public hearing sign was posted on the property on or prior to the same day in accordance with Code.
- Summary:** Request by the property owner, David Tucker, for the following Single-Family Dwelling Variance:
- An adjustment to the requirement of UDO code section 146-2.4.4.I.2.e which states that off-street parking shall be located behind the dwelling and access to the parking shall be from an alley or, if there is no alley, then from the street via a driveway which does not exceed 10 feet in width up to the rear building line of the house.

Background Information: The subject property is located at 2050 N Kingston St. in the North Aurora neighborhood, within the Boston Heights subdivision. The property is approximately 0.21 acres with an approximately 1,120 square foot primary residence, constructed in 1952 according to the Adams County Assessor’s records. The residential structure currently includes a one car attached garage with a concrete driveway in the front of the house with direct access to Kingston Street. There is also a city-owned alley located along the rear of this property. The subject property and surrounding neighborhood are zoned MU-OA-R1 (Original Aurora Low Density Residential) and is made up of primarily single-family homes. The purpose of the MU-OA- R1 district is to promote and protect residential neighborhoods and improve the overall image and character of Original Aurora. The building form standards and permitted uses work together to promote desirable residential areas. These regulations shall reinforce the existing development patterns while also encouraging reinvestment and new types of housing. **(See Exhibit A – Vicinity Map)**

The applicant requests a variance to allow for the expansion of their front yard parking area within the MU-OA-R1 zone district. The existing driveway is approximately 304 square feet (approximately 8 feet wide and 38 feet long). The applicant would like to expand the driveway both to the north and south. Between the proposed north and south expansions the resulting parking area would total approximately 1,074 square feet (Approximately 31 feet wide and 38 feet long) upon completion. City code requires that single-family detached homes within this zone district that abut an alley shall locate parking behind the dwelling and not within the front setback area. Therefore, a variance is requested to allow for the expansion of the existing front yard parking facilities. The applicant has stated their reason for wishing to

construct this additional parking area is to provide dedicated space for their truck to be parked. This is necessary as their garage door does not open in a typical fashion and requires that the homeowner relocate their vehicle onto the street whenever the garage space is being accessed from the front yard. In addition to the expanded driveway in the front yard, the applicant is also proposing an approximately 792 square foot, alley accessed, concrete parking surface in the rear yard to accommodate their additional vehicles and trailers. This parking area would help bring the vehicles currently parked on turf grass in the rear yard into code compliance as turf is not an approved parking surface material at this location. Both parking areas will require issuance of a building permit however the rear yard surface would not require a variance as the proposal would not be in violation of any code requirements as described within the UDO. (See Exhibit B– Application and Justification).

Analysis: The intent of the UDO as it pertains to parking in the MU-OA-R1 zone district is to promote multimodal safety within some of the city’s most intensely developed street networks. In order to accomplish this goal, the City focuses on alley served parking to limit the potential incident points in these busier residential areas. Additionally, this helps to reduce the visual impact of excessive parking, curb cuts, and vehicle/pedestrian conflicts in the front yard by locating it to the rear yard and out of the view from the street. The focus on alley parking access also helps to maintain a strong urban design along the front streets that allow the emphasis to be on the residential building rather than the automobile. Considering that this expansion would result in a front yard parking area of over three times the existing driveway, and nearly equal to the size of the residential first floor structure, that would not meet the intent of the UDO in this specific instance. The applicant is encouraged to enlarge their proposed parking area in the rear yard which would not require a variance and staff is very willing to work with the applicant to find a compliant solution in the back yard access from the alley. Regarding the proposed rear yard parking area, staff will always support using alley loaded parking at this location and the proposal would bring the property closer into compliance with what City Code and the Aurora Places Comprehensive Plan outlines for this area.

Required Findings: According to Section 146-5.4.4.B.3 (Exhibit D), the Board of Adjustments and Appeals can grant variances based on the following criteria:

1. Effect on adjacent properties. The proposed variance will not adversely affect adjacent properties or the surrounding neighborhoods.

Staff Analysis: The proposed variance does not present a significant adverse effect on adjacent properties or the surrounding neighborhood.

2. The proposed variance is consistent with the majority of the criteria as follows:

a. Improved Design

Staff Analysis: Staff finds that the proposal does not achieve an improved design as presented because it does not meet the intent of the UDO by providing parking without specific mitigation within the front yard setback area in the MU-AO-R1 zone district. The code permits addition usage of the backyard for parking and there is ample room for additional parking areas in the rear yard.

b. Consistency with Neighborhood Character

Staff Analysis: Staff finds the design of the proposed front yard parking area is not consistent with the surrounding neighborhood character as surrounding homes with attached garages and front yard parking do not exceed the width of their garage by such a margin.

c. Compatibility with Adjacent Development

Staff Analysis: The proposed variance would allow for a design which is generally compatible with adjacent development. Since the garage and existing driveway precede the code section in question. However, the extent of the proposal is not consistent with most circumstance in the neighborhood.

d. Impact on existing city infrastructure and public improvements

Staff Analysis: The proposal would not result in any negative impacts on existing city infrastructure or proposed future improvements. The existing curb cut would not be widened and no prohibitive structure would encroach on city ROW.

e. Internal efficiency of design

Staff Analysis: The front yard parking area as proposed would not achieve an internal efficiency of design as it would provide an unwarranted amount of parking for the hardship described. Additionally, it would encourage a greater volume of parking in the front yard area without specific mitigation to achieve the intent of the UDO.

f. Control of external effects

Staff Analysis: The location of the expansion would not pose an added impediment to the public realm. As the front yard driveway access would remain unexpanded, no greater burden on the public realm would be imposed.

Conclusion:

Based on the required findings of Code Section 146-5.4.4.B.3, staff finds the variance request does not meet the criteria as proposed because:

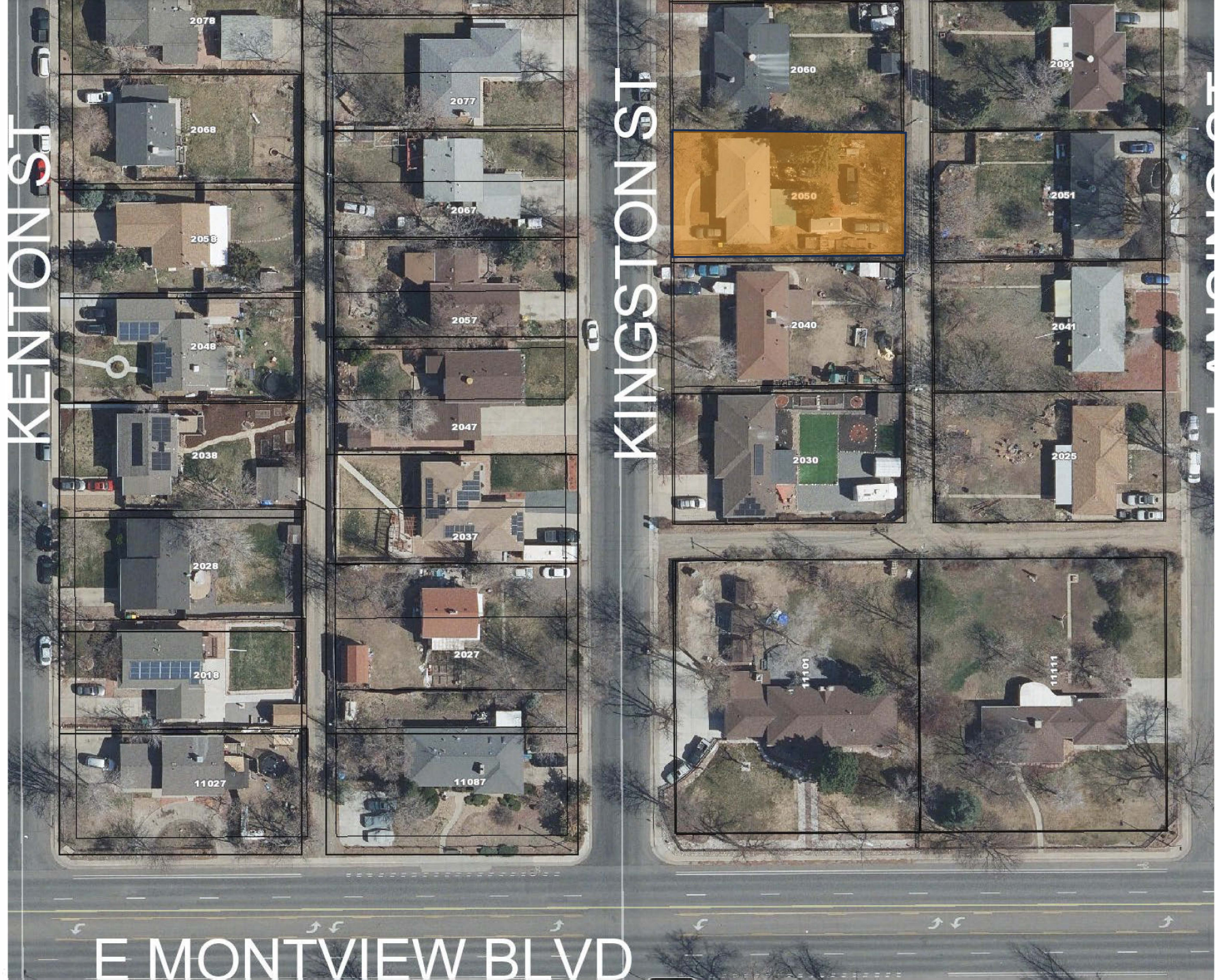
- It does not achieve an improved design based on the features outlined in city code.
- The resulting parking circumstance would not be consistent with the character of the surrounding neighborhood and;
- The proposal would not achieve an internal efficiency of design as it would create unnecessary vehicle parking where the UDO dictates it should not occur.

Staff Recommendation:

Staff recommends **denial** of the proposed variance as requested.

ATTACHMENTS:

- Exhibit A – Vicinity Map
- Exhibit B – Application and Justification
- Exhibit C – Site Photos
- Exhibit D – City Code Section 146-5.4.4.B.3



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

Applicant Name: David Alan Tucker
Address: 2050 North Kingston Street, Aurora, CO 80010
Phone #: 304-702-2299 Email: NPSRanger607@gmail.com

Property Owner Name: David Alan Tucker
Address: 2050 North Kingston Street, Aurora, CO 80010
Phone #: 304-702-2299 Email: NPSRanger607@gmail.com

Signature 

Variance requested:

1. Request to expand the current driveway (304 Sq Ft) in front of the house by adding 340 Sq Ft to the south and adding 430 Sq Ft to the north immediately abutting the current driveway. Total Expanded Driveway will be less than 40% of Front Yard. Expansion will NOT require additional curb cutting at the street.
2. Request that the sidewalk leading to the house remain at the width of 36-48 inches which is the standard width in this neighborhood.
3. Request to expand parking in the rear yard. Current parking is limited to 750 Sq Ft.. Request to expand parking above the current limitation. Requested expansion will be less than 25% of the rear yard.
4. Request to temporarily park construction trailers and a John Deere compact tractor in rear yard which is required to complete landscaping and restoration repairs to the affected property (2050 North Kingston Street). Tractor will be covered when not in use. Future planned repairs are replacing the roof, soffit, gutters, and installing egress windows and egress window wells, updating the basement, kitchen and bathrooms.

Once the repairs are completed the trailers and tractor will be removed and this area will be returned to previous landscaping.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

The above request does not conform to the following Section(s) of the Aurora City Code, which requires:

146-2.4.4.G Table 2.4-6 "Sidewalk Width 5 ft.-6 ft."

146-2.4.4.G.7.b. Access Standards "When an alley is present, it shall serve as the primary vehicular access point."

146-2.4.4.1.2.e. Single Family Detached...

- i. Off-street parking shall be located behind the dwelling and access to the parking shall be from the alley....
- ii. No lot that abuts an alley shall have parking in the front setback area.

146-4.6.5.C.4 Rear Yard Restrictions

- a. All driveways or parking surfaces located in the rear yard of lots smaller than 20,000 square feet without alley access shall not cover more than 25% percent of the total rear yard area or 750 square feet whichever is less.
- b. All driveways or parking surfaces located in the rear yard of lots smaller than 20,000 square feet with alley access for the purpose of serving alley-loaded garages and lots with either attached garages on the rear elevation of the residence or detached garages located in the rear lot setback shall not exceed 50 percent of the total rear yard area.
- c. All driveways or parking surfaces located in the rear yard on lots great er than 20,000 square feet in area shall not exceed 750 square feet.
- d. Guest parking may be provided in private driveways (tandem parking) leading to individual buildings; provided, that no parked vehicle encroaches on or over public or private streets or sidewalks.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

The above request does not conform to the following Section(s) of the Aurora City Code, which requires:

Property Owner respectfully questions the applicability of 146-4.6.5.C.4 Rear Yard Restrictions for the following reasons:

Sub-section a. applies to properties "without alley access."

I have alley access, therefore this sub-section does not apply to this property.

Sub-section b. applies to properties "serving alley-loaded garages" or "garages located in the rear lot."

Neither applies to this property.

Sub-section c. applies to properties with lots "greater than 20,000 square feet in area."

My lot is less than 20,000 square feet in area, therefore this sub-section does not apply to this property.

As such a variance would not be required, but would resolve the issue.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

The above request does not conform to the following Section(s) of the Aurora City Code, which requires:

146-4.6.3.B Use and Place Restrictions

1. No parking area shall be used for the sale, storage, repair, dismantling, or servicing of any vehicles, equipment, materials, or supplies.
2. Parking of any vehicle on lawn areas in front or side yards, on areas set aside for landscaping, or on any other area not surfaced for off-street parking as provided in this UDO is prohibited.
3. The following vehicles shall not be parked or stored in a Residential zone district, unless the vehicle is being used to render services such as deliveries, pickups, or construction activity to property within 200 feet of where the vehicle is parked:
 - a. Commercial truck, trailer or construction vehicle, or bus exceeding 7,000 pounds empty weight; or
 - b. Semi-truck tractor and/or trailer
4. Travel trailers, tent trailers, pick-up campers or coaches, and motorized dwellings or vans shall not be used as a dwelling unit or for the conduct of business unless they are located in a mobile home park or campground.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

The above request does not conform to the following Section(s) of the Aurora City Code, which requires:

Property Owner respectfully questions the applicability of 146-4.6.3.B 3 Use and Place Restrictions for the following reason:

If the use and parking of construction trailers and the John Deere compact tractor are required to be used in the construction activity of the Property Affected, then the use and parking of these vehicles/equipment within a Residential Zone would not be prohibited and would not require a variance.

As such a variance would not be required, but would resolve the issue.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

ABUTTING PROPERTY ADDRESS: NAME AND ADDRESS OF PROPERTY OWNER

2040 NORTH KINGSTON STREET SAP Investments
12741 East Caley Ave. Suite 126
Centennial, CO 80111-6407

2060 NORTH KINGSTON STREET Oscar Solis
2060 North Kingston Street
Aurora, CO 80010-1318

2047 NORTH KINGSTON STREET James Rarick
2047 North Kingston Street
Aurora, CO 80010-1317

2057 NORTH KINGSTON STREET Maurice Dismukes
2057 North Kingston Street
Aurora, CO 80010-1317

2067 NORTH KINGSTON STREET Margarito Rodriguez
2067 North Kingston Street
Aurora, CO 80010-1317

2077 NORTH KINGSTON STREET Victor Ramirez
2077 North Kingston Street
Aurora, CO 80010-1317

2041 NORTH LANSING STREET Puangtong Teague
2041 North Lansing Street
Aurora, CO 80010-1327

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

ABUTTING PROPERTY ADDRESS: NAME AND ADDRESS OF PROPERTY OWNER

2051 NORTH LANSING STREET Nicholas Moser
2051 North Lansing Street
Aurora, CO 80010-1327

2061 NORTH LANSING STREET Ivy Peterson
2061 North Lansing Street
Aurora, CO 80010-1327

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

APPLICANTS ARGUMENT FOR APPROVAL UNDER SECTION 146-5.4.4.B.3. Single-Family

This house was built in 1952. It has been occupied by me and/or my family since 1968. Aurora only had a population of 45 Thousand when we moved into this house. At that time North Kingston Street became a dead-end street half a block north of 25th. As such it was rarely traveled north of Montview except by local residents.

With the development of the former Stapleton Airport property, North Kingston Street has become a major thoroughfare due to access to Central Park and Martin Luther King Boulevard by both Denver and Aurora.

On-street parking has become hazardous due to the increased traffic which now includes semi-truck traffic.

I am reluctant to use the on-street parking in front of my house due to the heavy traffic. Those two spaces are frequently used by my neighbors and Amazon, FedEx, UPS Delivery services.

Times have also changed. At the time this neighborhood was created, two car families were rare. Now multiple car families and residences are the norm.

This house was built as a five-bedroom two bath house. Most of the houses in this block have expanded driveways to accommodate multiple vehicles as evidenced by the attached photos.

As my Father was legally blind the last 20 years of his life, this house has remained the same as it was soon after it was purchased. As such, much of the house requires updating and remodeling.

With the passing of my Father and Brother, I am now the sole owner of the house and have taken on the responsibility of these repairs and construction projects.

A handwritten signature in black ink, appearing to read "David Alan Tucker".

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010



CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

APPLICANTS ARGUMENT FOR APPROVAL UNDER SECTION 146-5.4.4.B.3. Single-Family

I the applicant, David Alan Tucker, believe that granting my request will not have any adverse effect and will create a safer neighborhood by:

1. Will reduce the amount of on-street parking.
2. Will create safe areas for bicycle riders to pull over to allow traffic to pass.
3. Will create an improved design by moving water away from the foundation to prevent basement flooding.
4. Will create an improved design by improved distribution of vehicles away from the street.
5. The proposed variance will not affect the character of the neighborhood as most residences have already expanded their driveways in the manner requested.
6. The proposed variance will result in bringing the affected residence into compliance with the Unified Development Ordinances and the appearance of other homes in the neighborhood.
7. The proposed variance will not have any impact on existing infrastructure or public improvements.
8. The proposed variance will improve internal efficiency for the neighborhood but also improves public health and convenience by reducing on-street parking and improving traffic flow and congestion.
9. The proposed variance will improve pedestrian safety by reducing on-street parking allowing improved sidewalk access without obstructions from parked vehicles along the public sidewalk.
10. The proposed variance will not impact any development that controls external effects on nearby land uses.
11. Will not create noise generation or impact arrangement of signs.
12. Will improve street lighting by allowing porch lights to illuminate areas previously blocked by on-street parking.
13. Will prevent public nuisances, improve landscaping by conforming to the neighborhood norm, and prevent detrimental impacts on public health, welfare, safety, or convenience.
14. Will improve the individual appearance of this home and general appearance and value of the combined neighborhood.



City of Aurora Public Works Department

PUBLIC IMPROVEMENT PERMIT APPLICATION

Permit Center • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012
303.739.7420 • Email: pipermits@auroragov.org

Due Diligence checklist AND a application for Public Improvement Permit

In order for the Permit Center to assist you in a timely and efficient manner please provide the following information:

Have the civil plans been approved by the City of Aurora? Yes No N/A Civil Plan number (CP#) _____

Have the Site Plans been approved? Yes No N/A Site Plan # _____

Has the Pavement Design been approved? Yes No N/A Pavement Design (PA#) _____

Is there a Geotech for this project? If so, list firm name, contact, address, phone, and email: N/A

Is this a City Project? Yes No If yes, have you received your notice to proceed? (Permit cannot be obtained until notice to proceed has been approved.) Who is the Project Manager for this project? _____

Traffic Control Plan. Any work in the right of way restricting access to ROW will require an approved traffic control plan prior to permit issuance. (126-136)

www.auroragov.org/doingbusiness/taxesandfees/fees/streetoccupancyfee

To obtain information on any of the above please contact the Engineer on duty at 303.739.7575

Developer / Owner <u>DAVID ALAN TUCKER</u>	Contractor
Developer Contact	Contractor Name
Address <u>2050 NORTH KINGSTON</u>	Address
City, State, Zip <u>AURORA, CO 80010</u>	City, State, Zip
Phone <u>304-702-2299 CELL</u>	Phone
Email <u>NPSRANGOR607@GMAIL.COM</u>	Email
Job address and/or location <u>2050 NORTH KINGSTON STREET</u>	Date of Precon
Scope of Work <u>DRIVE WAY EXPANSION</u>	
Work Order No.	Material Cost <u>\$3000.00</u>

LICENSE AND INSURANCE REQUIREMENTS

A surety/warranty bond payable to the City of Aurora, in the amount of \$20,000.00 is required. Such bond shall be valid for a period of two years from its date of issue. Such bond shall be renewed annually thereafter, so that contractors who wish to operate under the coverage of such bond will have no less than 12 months' coverage at the time they complete any construction project within the city. This bond must be executed by a commercial financial institution or corporate surety company within the metropolitan area. This bond shall contain a provision that if the City of Aurora seeks to collect on the bond in a court of law, the venue for such action shall lie in Arapahoe County, Colorado. (126-172)

Contractor shall carry a comprehensive general liability policy, including broad form property damage, completed operations and contractual liability for limits not less than \$400,000.00 each occurrence for damages of bodily injury or death to one or more persons, and \$100,000.00 each occurrence for damage to or destruction of property.(126-170)

List ALL subcontractors' license numbers and phone number(s) Separate permits may be required.(126-166)

List ALL subcontractors	Phone number	Scope of work
1) <u>NONE - OWNER TO PERFORM ALL WORK.</u>		
2) _____		
3) _____		

Approval for Permittee: In accepting this permit, the applicant has read and understands all of the general provisions, certifies that he has the authority to sign for and bind Permittee, and by virtue of his signature the Permittee is bound by the provisions of this permit, the Aurora City Code and all other Ordinances State laws regulating construction. NOTE: Online applications

Print Name DAVID ALAN TUCKER
Signature David Alan Tucker Date 05-15-2023

Email your plans and TCP's to: pipermits@auroragov.org

All the above must be verified prior to permit issuance. Call 303.739.7420 to speak directly with a team member to schedule an inspection.

Amount Due: \$ _____ RSN: _____



City of Aurora Public Works Department

STATEMENT OF UNDERSTANDING

Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012
303.739.7420 • Email: permitcounter@auroragov.org

HOMEOWNER'S NAME DAVID ALAN TUCKER	PHONE 304-702-2299
JOB ADDRESS 2050 NORTH KINGSTON STREET, AURORA, CO 80010	

The undersigned Homeowner requests permission to act as a Supervisor/General Contractor to undertake a construction related project at the above referenced address without the benefit of a properly licensed contractor with the following terms and conditions:

1. The homeowner will be fully responsible for submission of a complete building permit application, site plan, building plans, and any other documentation required by the Building Division and to understand the scope and complexity of the work proposed. City approved plans must be kept on the jobsite during construction and must be constructed as approved.
2. The homeowner certifies that they fully understand all of the requirements of the City of Aurora adopted building codes and city regulations as they relate to the particular project being undertaken by the permit, and that the Homeowner ASSUMES FULL RESPONSIBILITY for compliance with all applicable codes, ordinances and inspection procedures including a clear understanding of all structural elements as related to load bearing members and/or structural floors.
3. City of Aurora Code, Section 22-97, Section 6, allows an exemption to contractor licensing for owners of up to three single family detached structures and the undersigned affirms that they meet the definition and intent of this ordinance.
4. The homeowner agrees to personally supervise all work. If the homeowner decides to hire a contractor to perform some, or all, of the proposed work, the homeowner acknowledges that all contractors must have a valid City of Aurora contractor's license for the applicable portion of the work they are performing.
5. Homeowner agrees to contact the Building Division to schedule all required inspections and agrees that no work will be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Division. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Division.
6. City of Aurora Code, Section 22-184, requires that all exterior work commenced by a Homeowner acting as a contractor shall be completed within one year of the issuance of the permit for such work. Failure to complete all exterior work within the one year period shall void the permit, and require reapplication for a six month extension for the work, and the fee therefor shall be the full amount required for the original work. A Homeowner may apply for one six month extension within which the work must be completed.

Homeowner's signature

05-15-2023

Date



City of Aurora Public Works Department

PLOT PLAN

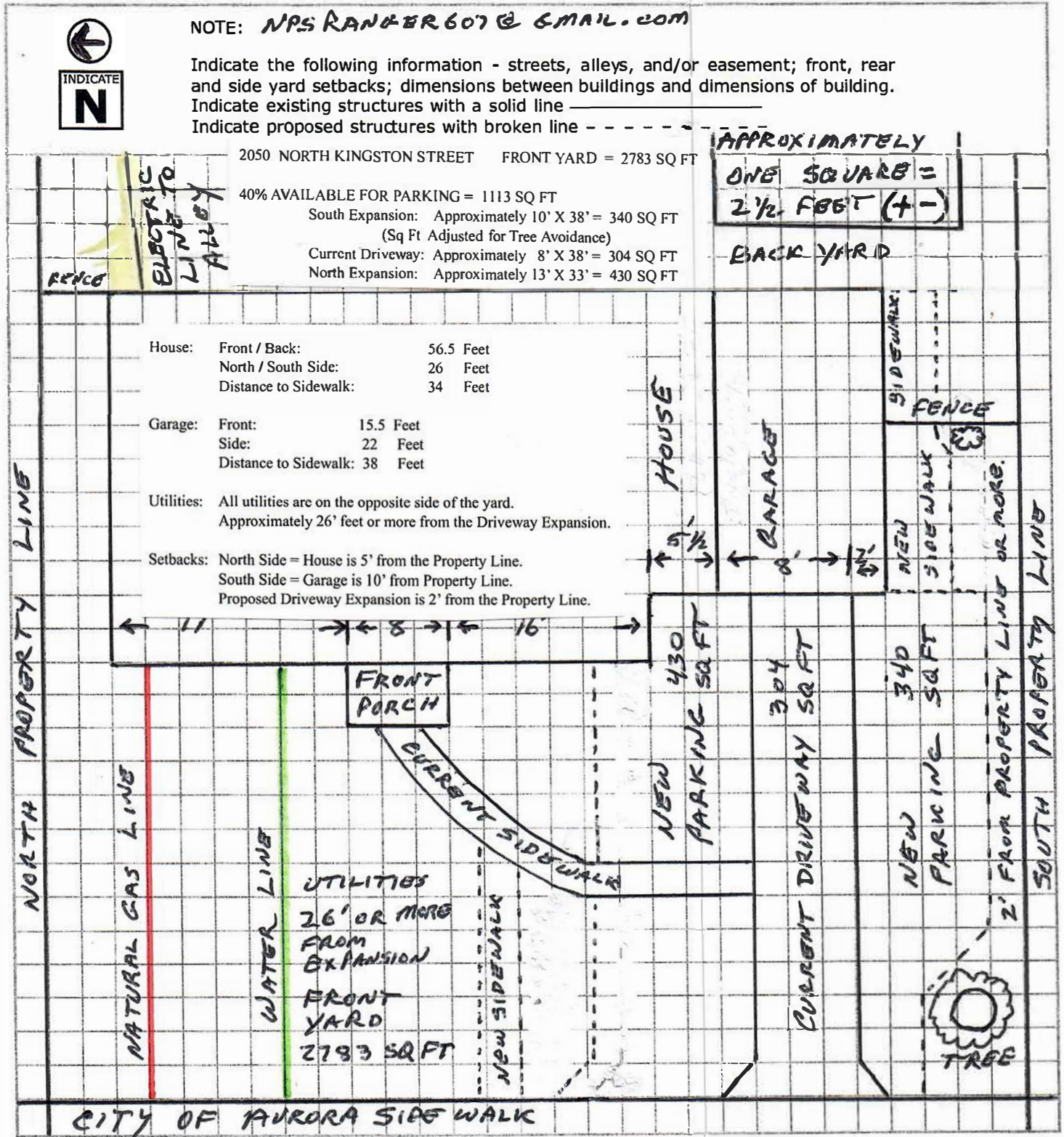
Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012 • 303.739.7420
 Email: permitcounter@auroragov.org

ADDRESS: 2050 NORTH KINGSTON STREET ROWID: _____
DAVID ALAN TUCKER - 304-702-2299



NOTE: NPS RANGER607@GMAIL.COM

Indicate the following information - streets, alleys, and/or easement; front, rear and side yard setbacks; dimensions between buildings and dimensions of building.
 Indicate existing structures with a solid line
 Indicate proposed structures with broken line





City of Aurora Public Works Department

PLOT PLAN

Building Division • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012 • 303.739.7420
 Email: permitcounter@auroragov.org

ADDRESS: 2050 NORTH KINGSTON STREET ROW ID: _____
DAVID ALAN TUCKER - 304-702-2299 - NPSRANGER607@GMAIL.COM



INDICATE
N

NOTE: APPROXIMATELY ONE SQUARE = 2 1/2 FEET (+/-)

Indicate the following information - streets, alleys, and/or easement; front, rear and side yard setbacks; dimensions between buildings and dimensions of building.
 Indicate existing structures with a solid line _____
 Indicate proposed structures with broken line - - - - -

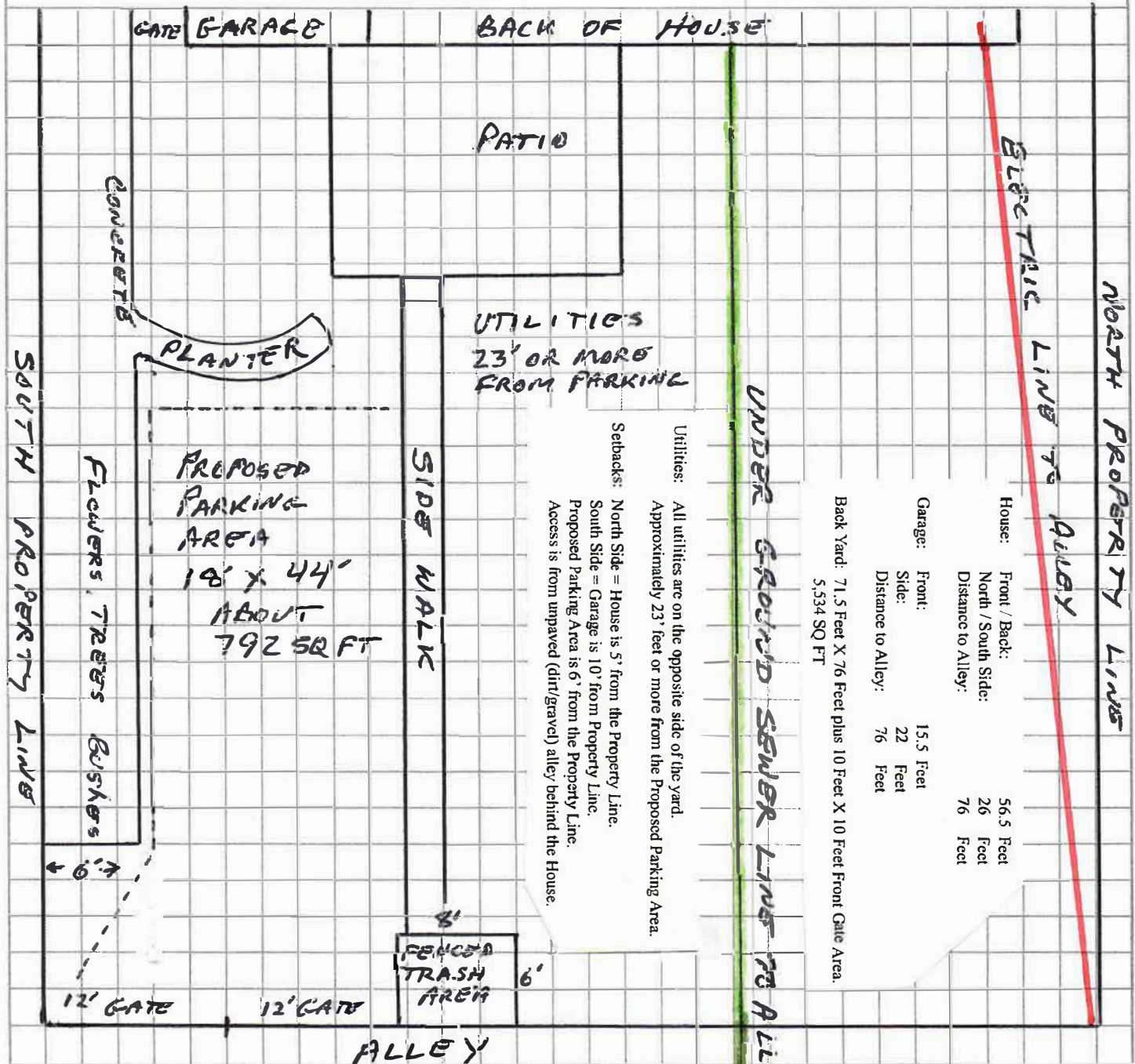


EXHIBIT B

OSCAR & BLANCA SOLIS
2060 KINGSTON ST
AURORA, CO 80010

SAP INVESTMENTS LLC
12741 E CALEY AVE STE 126
CENTENNIAL, CO 80111

TANYA LYNN & LARRY EMBREE
2030 KINGSTON ST
AURORA, CO 80010

DALE SANCHEZ
2025 LANSING ST
AURORA, CO 80010

PUANGTONG TEAGUE
2041 LANSING ST
AURORA, CO 80010

MICHOLAS & MONIQUE MOSER
2051 LANSING ST
AURORA, CO 80010

IVY PETERSON
2061 LANSING ST
AURORA, CO 80010

DEVON THIEME
2037 KINGSTON ST
AURORA, CO 80010

JAMES & BONNIE RARICK
2047 KINGSTON ST
AURORA, CO 80010

MAURICE DISMUKES
3536 E 27TH AVE
DENVER, CO 80205

VICTOR RAMIREZ
2077 KINGSTON ST
AURORA, CO 80010

MARGARITO & IRMA RODRIGUEZ
2067 KINGSTON ST
AURORA, CO 80010

IRA MARY A TRUST
2087 KINGSTON ST
AURORA, CO 80010

2050 North Kingston Street

PLOT PLAN LEGEND / MEASUREMENTS

FRONT YARD = 2783 SQ FT

40% AVAILABLE FOR PARKING – 1113 SQ FT

South Expansion: Approximately 10' X 38' = 340 SQ FT
(Sq Ft Adjusted for Tree Avoidance)

Current Driveway: Approximately 8' X 38' = 304 SQ FT

North Expansion: Approximately 13' X 33' = 430 SQ FT

House: Front / Back: 56.5 Feet
 North / South Side: 26 Feet
 Distance to Sidewalk: 34 Feet

Garage: Front: 15.5 Feet
 Side: 22 Feet
 Distance to Sidewalk: 38 Feet

Utilities: All utilities are on the opposite side of the yard.
 Approximately 26' feet or more from the Driveway Expansion.

Setbacks: North Side = House is 5' from the Property Line.
 South Side = Garage is 10' from Property Line.
 Proposed Driveway Expansion is 2' from the Property Line.

VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2040 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2030 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2037 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2047 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2057 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

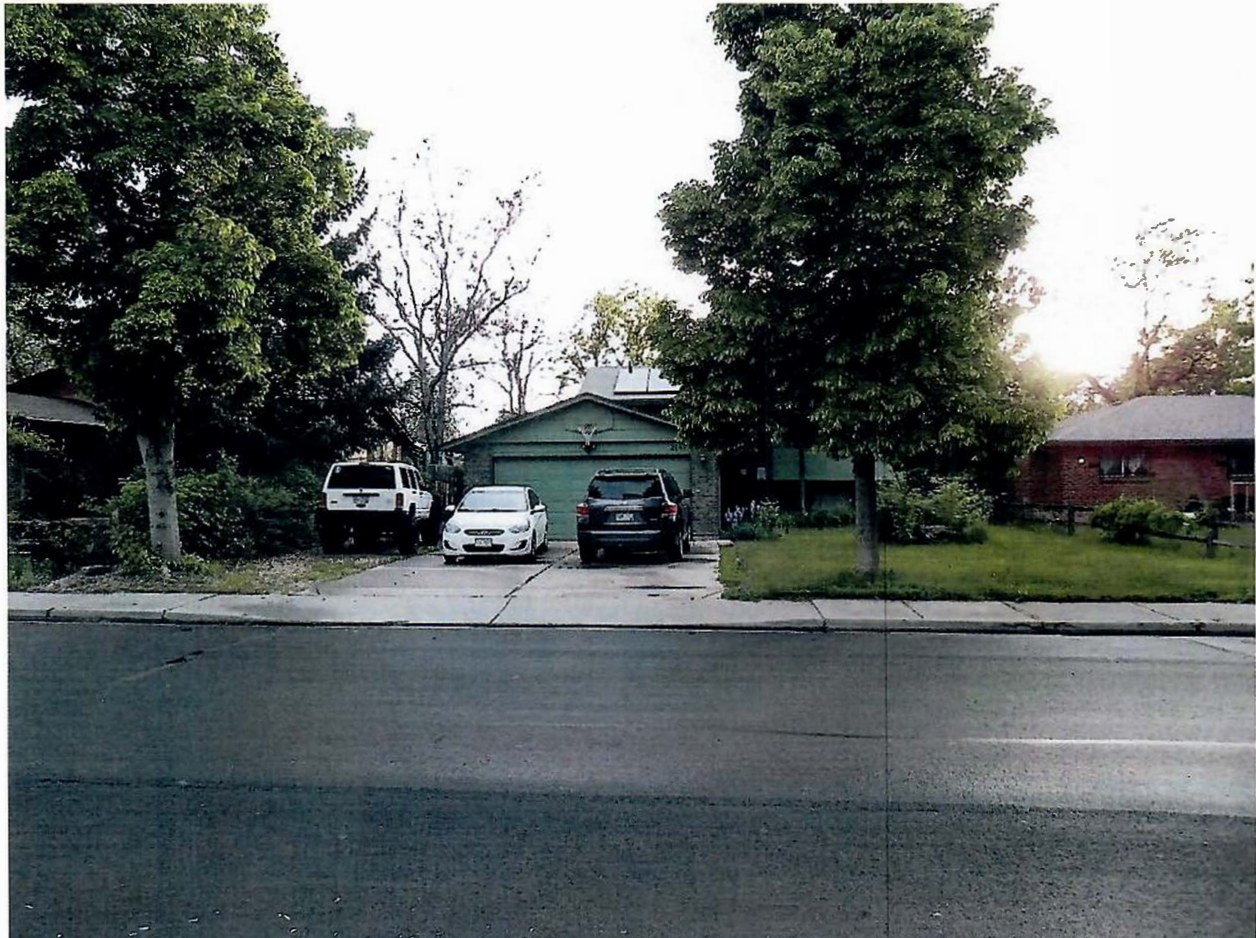
CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2067 NORTH KINGSTON STREET



VARIANCE REQUEST of David Alan Tucker, 2050 North Kingston Street, Aurora, Colorado 80010

CASE # _____

APPLICATION TO THE BOARD OF ADJUSTMENT & APPEALS
VARIANCE

ADDRESS OF PROPERTY AFFECTED: 2050 NORTH KINGSTON STREET

Zone District MU-OA-R1

PICTURE OF NEIGHBOR PROPERTY: 2077 NORTH KINGSTON STREET



north/south frontage of 660 feet to the extent local topography allows. In the event the north/south measurement of the property is less than 660 feet, smaller blocks are allowed.

d. In Subareas B and C no parking lot or garage entrance or exit shall be located closer than 50 feet to any intersecting street right-of-way line or closer than 10 feet to any adjacent property line, except where it is possible to provide shared access for adjacent properties, unless application of these standards would leave a parcel of property without vehicle access.

C. *Single-Family Detached and Two-Family Lots.*

1. *Applicability and Exceptions.* Where vehicle access to single-family detached or two-family residential dwelling structures is provided by individual driveways, those driveways shall meet the standards in this Section 146-4.6.5.C, with the following exceptions.

a. Parking surfaces lawfully existing on July 21, 2012, may continue to exist as lawful nonconforming structures, subject to City regulations that prohibit enlarging or increasing the area of the parking surface.

b. Driveways or parking surfaces abutting unpaved public rights-of-way in open, natural areas, and agricultural districts, are not required to be of concrete, asphalt, or brick or stone pavers.

c. Driveways or parking surfaces abutting unpaved streets in residential zones are not required to be of concrete, asphalt, or brick or stone pavers. However, driveways or parking surfaces shall conform with standards for construction, placement, materials, drainage, and containment adopted by the Director of Public Works.

2. *Front Yard Restrictions.*

a. Except for wedge-shaped lots, all driveways or parking surfaces located in the front yard shall not cover more than 40 percent of the total front yard area. For wedge-shaped lots, the maximum coverage shall be 50 percent.

b. Private driveways leading to dwelling units shall be a minimum of 18 feet in length. No driveway shall allow parking such that parked vehicles encroach on public or private streets or sidewalks.

c. On residential lots with side-loaded garages, a minimum back-out dimension of 25 feet is required and shall not block drainage along the side yard lot line.

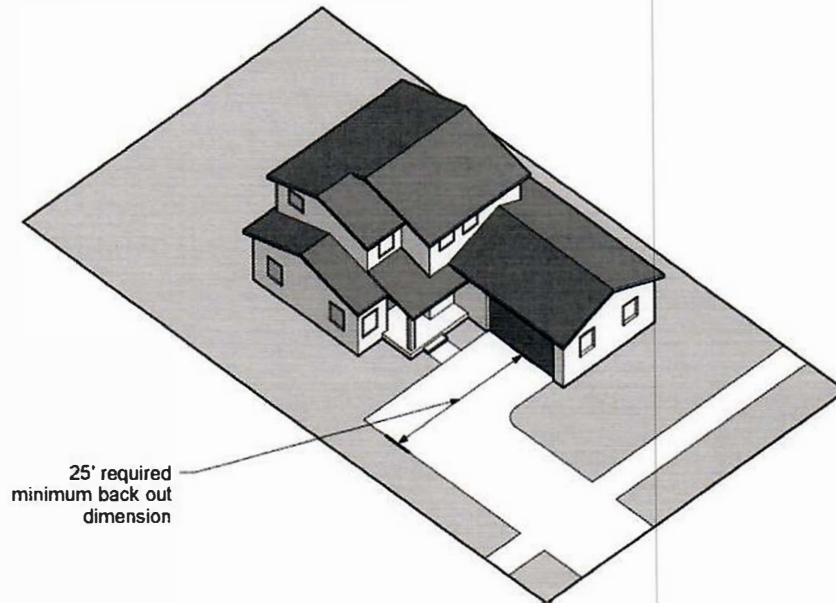


Figure 4.6-1: Side-load Garage

3. **Side Yard Restrictions.** No driveway or parking surface located in the side yard shall exceed a width of 10 feet.
4. **Rear Yard Restrictions.**
 - a. All driveways or parking surfaces located in the rear yard of lots smaller than 20,000 square feet without alley access shall not cover more than 25 percent of the total rear yard area or 750 square feet, whichever is less.
 - b. All driveways or parking surfaces located in the rear yard of lots smaller than 20,000 square feet with alley access for the purpose of serving alley-loaded garages and lots with either attached garages on the rear elevation of the residence or detached garages located in the rear lot setback shall not exceed 50 percent of the total rear yard area.
 - c. All driveways or parking surfaces located in the rear yard on lots greater than 20,000 square feet in area shall not exceed 750 square feet.
 - d. Guest parking may be provided in private driveways (tandem parking) leading to individual buildings; provided, that no parked vehicle encroaches on or over public or private streets or sidewalks.
5. **Surfacing.**
 - a. Driveways or parking surfaces abutting paved public rights-of-way are required to be surfaced with concrete, asphalt, or brick or stone pavers.

- b. Driveways or parking surfaces abutting unpaved public rights-of-way in open, natural areas, and agricultural districts, are not required to be surfaced with concrete, asphalt, or brick or stone pavers.
 - c. Driveways or parking surfaces abutting unpaved streets in residential zones are not required to be surfaced with concrete, asphalt, or brick or stone pavers. However, driveways or parking surfaces shall be of standards in conformity with those adopted by the Director of Public Works. Standards shall address construction, placement, material, drainage, and containment.
6. *Garage Required.* In Subareas B and C, single-family detached and two-family dwellings shall include a garage structure large enough to fully enclose at least one off-street parking space per dwelling on the same lot as the residential structure.
7. *Garage Design.* In all Subareas, if a garage is provided, the garage structure may be attached or detached from the main dwelling, and shall meet the following standards:
- a. It shall be of a similar design, quality, and style as the main residential structure, using the same façade and roofing materials or mixture of materials as found on those portions of the main residential structure facing the street.
 - b. It shall include at least four square feet of window area, including any window areas located within overhead or swinging doors. Such window areas shall admit light, but may be either transparent or translucent.
8. *Garage Variation Required.*
- a. In single-family detached residential subdivisions that contain four lots or more in Subareas B and C, and that are not using the Subarea C Small Residential Lot Standards from Section 146-4.2.3.A, the following standards shall be met:
 - i. At least 50 percent of the total number of lots in the subdivision or block shall have recessed garage configurations, alternate-load garage configurations, or any combination of either.
 - ii. A recessed garage configuration is a home design having all its street-facing garage doors recessed at least five feet behind the home's front building line as shown in Figure 4.6-2. A front building line shall be a home's most forward nongarage wall plane at least 10 feet wide. It may include the front line of a front porch, provided the porch has a roof and is at least five feet deep and eight feet in width.







EXHIBIT C









2050

**BOARD OF ADJUSTMENT
AND APPEALS HEARING**

NOTICE IS HEREBY GIVEN THAT A HEARING WILL BE HELD AT THE AURORA MUNICIPAL CENTER, 15151 E. ALAMEDA PARKWAY, ASPEN ROOM, #2200 AT 6:00 P.M., ON 7/18/2023 TO CONSIDER A REQUEST FOR A WAIVER FOR THIS PROPERTY. FURTHER INFORMATION CONCERNING THIS REQUEST MAY BE OBTAINED FROM THE PLANNING DEPARTMENT 303-739-7217

B. Single-Family Dwelling Variance

All applicable provisions of Section 146-5.3 (Common Procedures) apply unless specifically modified by the provisions of this Section 146-5.4.4.B.

1. Applicability

This Section 146-5.4.4.B applies to all applications for a variance from the standards and of provisions of this UDO or to the provisions of Chapter 90 as they relate to the modification of an existing single-family dwelling or the lot on which it is located that do not qualify for approval as a Minor Amendment under Section 146-5.3.15.A. This section may not be used to vary the standards or provisions of this UDO for single-family homes that have not yet obtained a certificate of occupancy or Manufactured Homes that have not yet been installed in accordance with Chapter 90.

1. Procedure

- a. Planning Director shall review the application and forward a recommendation to the Board of Adjustment and Appeals pursuant to all applicable provisions of Section 146-5.3 (Common Procedures).
- b. The Board of Adjustment and Appeals shall conduct a public hearing on the application and shall make a decision on the application pursuant to all applicable provisions of Section 146-5.3.

2. Criteria for Approval

An application for a Single-family Dwelling Variance shall be approved if the Board finds that the proposed variance will not adversely affect adjacent properties or the surrounding neighborhoods and a majority of the following criteria have been met.

- a. The proposed variance results in improved design.
- b. The proposed variance does not adversely affect the character of lower density residential areas.
- c. The proposed variance will result in development that is compatibility with adjacent land development.
- d. The proposed variance will not result in undue or unnecessary burdens on existing infrastructure and public improvements, or arrangements have been made to mitigate those impacts.
- e. The proposed variance results in development that achieves internal efficiency for its residents and does not endanger public health or convenience.
- f. The proposed variance results in development that controls external effects on nearby land uses, movement and congestion of traffic, noise generated, arrangement of signs and lighting to prevent nuisances, landscaping, and features to prevent detrimental impacts on public health, welfare, safety or convenience.



Aurora Municipal Building
15151 E. Alameda parkway, Ste. 2300
Aurora, Colorado 80012

AuroraGov.org

MEMORANDUM

TO: Board of Adjustment Members
FROM: Brandon Cammarata, Planning Manager
DATE: July 13, 2023
SUBJECT: “Ideas for discussion for BOA”

Greetings, Board Members,

I look forward to our discussion on July 18, 2023, relating to the attached.

I recently had the benefit of reaching out to both Chairman Bittel and Vice Chair Berzins and meeting with each individually.

Both discussions were of value to get each member’s thoughts on the proceedings of the Board.

I am pleased that vice chair Berzins took the time to organize some of his thoughts for the Board to discuss as a body. Some of these were also brought up in our discussions at a high level.

Attached are vice chair Berzin’s discussion items for July 18, 2023.

The staff looks forward to this discussion.



Ideas for discussion for BOA

Memorandum must Include (in no specific order):

- 1) Name of applicant
- 2) Address of location
- 3) Request of waiver or variant
- 4) Code that pertains to that waiver or variant request
- 5) City staff explanation and recommendations
- 6) Board requirements for making a decision (including a mention to majority vote of quorum)

Exhibits must include (in no specific order):

- 1) Original application from applicant
- 2) Notice to all adjoining neighbors
- 3) Original plot plan as was platted with the city and/or all plot changes while the plot has been in the city
- 4) History of deed transactions since the property was recognized with the city
- 5) 10+ high quality photos of the location of the variance/waiver location or project
- 6) Any ticket from Code Enforcement (if applicable)
- 7) Drawings and/or building plans for the project and the property
- 8) Drawings including easements of water/wastewater and power (electricity & gas)
- 9) Description of the materials being used in the project
- 10) Any permit issued or applied for from the city
- 11) GIS from the past 3 editions
- 12) Google Street View from the past 3 editions
- 13) Image of the "Yellow Sign" of notification to neighbors

Time Frame for Application (except special applications):

- 1) Cutoff for applications at the 1st of the month
- 2) Call for quorum on 1st of the month if applications have been submitted
- 3) Applicant can work to get all exhibits together that might be missing
- 4) Packet out on the Friday 12 days before the meeting
- 5) Meeting on third Tuesday at 6PM