

Administrative Authorization Decision

Application #: 2015-227 **CBL** 013 E006001

Name: Conversion to Office Use

Address: 6 Oxford Street

Description: Convert main and lower level to office use. Renovate existing upper level residence.

Criteria for an Administrative Authorization: (See Section 14-523 (4) on page 2 of this application)	Applicant's Assessment Yes, No, N/A	Planning Division Use Only
---	--	---

a) Is the proposal within existing structures? <input type="checkbox"/>	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes
d) Are there any new curb cuts, driveways or parking areas?	Yes	Yes- new paved areas. Jan 19 plan shows spot elevations
e) Are the curbs and sidewalks in sound condition?	No	No
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	Yes	Yes
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No - the spot elevations and curb along edge of paving directs the water toward the street.
j) Does sufficient property screening exist?	Yes	Yes
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	No	No
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for the Conversion to Office Use was approved by Barbara Barhydt, Development Review Services Manager on January 27, 2016 with the following condition of approval listed below:

- 1) The exterior site changes must be developed as shown on the January 19, 2016 revised plan.
- 2) the applicant shall obtain all required building permits from the Inspection Division . The applicant shall obtain any street opening permit or applicable from Public Works, if needed.

Barbara Barhydt
Development Review Services Manager
Approval Date: January 27, 2016

Administrative Authorization Decision

Application #: 2015-227 **CBL** 013 E006001

Name: Conversion to Office Use

Address: 6 Oxford Street

Description: Convert main and lower level to office use. Renovate existing upper level residence.

Criteria for an Administrative Authorization: (See Section 14-523 (4) on page 2 of this application)	Applicant's Assessment Yes, No, N/A	Planning Division Use Only
---	--	---

a) Is the proposal within existing structures? <input type="checkbox"/>	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	Yes	Yes
d) Are there any new curb cuts, driveways or parking areas?	Yes	Yes
e) Are the curbs and sidewalks in sound condition?	No	No
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	Yes	Yes
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	Yes	Yes
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	No	No
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for the Conversion to Office Use was approved by Barbara Barhydt, Development Review Services Manager on January 27, 2016 with the following condition of approval listed below:

- 1) The exterior site changes must be developed as shown on the January 19, 2016 revised plan.
- 2) the applicant shall obtain all required building permits from the Inspection Division . The applicant shall obtain any street opening permit or applicable from Public Works, if needed.

Barbara Barhydt
Development Review Services Manager
Approval Date: January 27, 2016