

**Administrative Authorization Decision**

**Application #:** 2016-275      **CBL** 047 B020001

**Name:** Unit Conversion

**Address:** 39 DEERING ST

**Description:** Conversion of an existing unit to a dwelling unit.

<b>Criteria for an Administrative Authorization:</b> <b>(See Section 14-523 (4) on page 2 of this application)</b>	<b>Applicant's Assessment</b> <b>Yes, No, N/A</b>	<b>Planning Division</b> <b>Use Only</b>
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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.?	N/A	N/A
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	N/A	N/A
f) Do the curbs and sidewalks comply with ADA?	N/A	N/A
g) Is there any additional parking?	N/A	The building is in the R-6 zone, so there is no requirement for on-site parking for the first three units.
h) Is there an increase in traffic?	N/A	No.
i) Are there any known stormwater problems?	N/A	N/A
j) Does sufficient property screening exist?	N/A	N/A
k) Are there adequate utilities?	N/A	N/A
l) Are there any zoning violations?	No	No - Located within R-6 and an Historic District
m) Is an emergency generator located to minimize noise?	N/A	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

The Administrative Authorization for the Unit Conversion was approved by Barbara Barhydt, Development Review Services Manager on January 12, 2017 with the following condition of approval listed below:

- 1) The building is located within an Historic District. The applicant should obtain any required approvals from the Historic Preservation Program, as needed.
- 2) The applicant shall obtain all required City building permits from the Department of Permitting and Inspections.

Barbara Barhydt  
 Development Review Services Manager  
 Approval Date: January 12, 2017