**Memorandum for Pre-Application Meeting – Zoning Comments**

From: Chris Stacey, Zoning Specialist

To: Barbara Barhydt, Development Review Manager

Date: March 1, 2017

RE:  **Back Cove Estates, CBL 156 F006 & J006; 158 A005**

*Zoning staff has reviewed the submitted pre-application materials submitted and has the following comments. Please note that these are informal and preliminary comments only. Compliance with zoning criteria will be verified during the permitting process.*

Here are the zoning unit’s comments based on the submitted materials:

* The entirety of the development is in the shoreland zone. The proposed new spaces appear to be at least 75’ back from the Highest Annual Tide (HAT) of the stream. This should be confirmed by an update to the survey, as the method of locating HAT has changed since the survey was created.
* In addition to the site plan approvals, a building permit application for site alterations will need to be submitted to the Permitting and Inspections Department.
* There is an AE Flood Zone (FIRM Panel 7) in the vicinity, although it appears the new parking spaces are likely outside of it. If any of the new spaces are within the flood zone, a minor flood hazard permit application would also be needed.
* The R-3 zone does not have any pavement setback requirements or maximum impervious area requirements.