



STAFF REPORT

DATE: April 17, 2023

TITLE:

Request for Third Extension – Architectural Standards Construction Permit, Unit 03, Lot 491

RECOMMENDATION:

By Motion:

The Board of Directors grants a third extension on the construction permit for Unit 03, Lot 491 with an expiration date of November 29, 2023. The granting of the extension is conditional upon the payment of a \$1,000 extension fee.

BACKGROUND

The owner of Unit 03, Lot 491 applied for and received a two-year construction permit (8/23/2018 - 8/23/2020) for a new House/Garage Project. A first extension with a \$500 extension fee was granted by the architectural standards office (ASO), from 8/23/20-7/23/2021. A second extension with a \$1,000 extension fee was granted by the architectural standards committee (ASC) from 11/17/21 to 11/29/22.

The Architectural Standards Fee Schedule includes a policy requiring that project extension requests beyond a second extension must be approved by the board of directors. This policy statement was adopted on February 23, 2013. Thus, the board is being asked to consider approving a third extension to the permit.

ANALYSIS:

On December 7, 2022, the owners advised the ASO that the project was on hold due to a family tragedy. The ASO staff inspected the project site on December 26, 2022, and determined that the exterior of the construction was substantially complete, aside from the siding.

On January 18, 2023, the owner was called to an ASC hearing for the expired permit. The committee reviewed photos of the project along with the project history and discussed progress with the owners. They concluded that a realistic extension timeframe for project completion would be to extend the permit to November 29, 2023. Therefore, a third extension of the construction permit is required for the owner to complete the construction project. The committee, as part of their findings, has escalated the matter to the board for a third extension request, as a matter of policy.

Staff and the committee recommend the board consider approval of the following,

1. Grant a third extension for the permit with an expiration date of November 29, 2023; and
2. Require the payment of a \$1,000 extension fee.





OUTREACH:

The property owner received a Notice of Board Agenda scheduling for the matter via first-class mail and email. The owner confirmed receipt through a response to email correspondence.

FISCAL IMPACT

\$1,000 for an extension fee to be applied to the project.

ALTERNATIVE:

The board has a number of alternatives:

1. The board may deny the extension request; or
2. The board may choose to approve the extension request of the owner to November 29, 2023, with some modification of conditions.

ATTACHMENTS:

- Exhibit A: Architectural Standards Rules, Procedures, and Restrictions for Land Use, Section VIII Extension of Time for Project Completion
- Exhibit B: Architectural Standards Internal Notes on Project Timeline
- Exhibit C: Location, Photos, Project Plans
- Exhibit D: Unit 03, Lot 491 ASC Hearing Decision Letter (board copy only)
- Exhibit E: Unit 03, Lot 491 Third Extension Request

Prepared By: Lisa Purchard, Architectural Standards Office

Reviewed By: Annie Rosenfeld, Director of Administrative Services

Board Meeting Date: April 28, 2023

General Manager Approval to Place on the Agenda: _____

