



**November 3, 2025**

**TO:** Applicant and Adjacent Property Owners

**FROM:** Community Development Department

**SUBJECT:** 618 E St. Addition - Notice of Intent to Approve Minor Improvement #55-25

This notice is to inform you of the Community Development Department's intent to administratively approve an application for the following project.

**Application:** 480 sq. ft., one-story rear addition & interior remodel

**Applicant:** Elma Gardner, By Design Studio

**Project Location:** 618 E Street

**Project Data:** Zoning: R-2 CD

Lot Size: 5,645 sf

House

(Existing) House 1,046 sf

(Proposed) Addition: 480 sf

---

Total living area: **1,526 sf**

Covered Porch 86 sf

(Existing) Shed 275 sf

(Existing) ADU 300 sf

Total Lot Coverage 39%

Total Floor Area Ratio 34%

Useable Open Space 25%

**Project Description:**

The applicant is requesting approval to allow a 480 square-foot, single-story rear addition to an existing single-story house and interior remodel. The remodeled 1,526 sq. ft. house would consist of 3 bedrooms, 2 bathrooms, and common areas. The site contains an existing storage shed and existing accessory dwelling unit.

530-757-5610 | [CDDweb@cityofdavis.org](mailto:CDDweb@cityofdavis.org)   

Community Development Department  
23 Russell Boulevard, Suite 2, Davis, CA 95616

Pursuant to Municipal Code Section 40.04A.090 of the R-2 CD District, an administrative design review is required for the proposed addition. City staff has reviewed the proposal and determined that the proposal will comply with all applicable zoning development standards, including setbacks, height, lot coverage, floor area ratio, open space, rear yard coverage. It is considered a Tier 1 Design Review for a small rear addition which may be processed and approved administratively as a Minor Improvement.

**Environmental Determination:**

The proposed project is Categorically Exempt from further environmental review pursuant to CEQA Guidelines Section 15301, which exempts additions and alterations to existing structures.

**Administrative Procedure:**

Under the provisions of the City's Zoning Ordinance, the Community Development Department is allowed to administratively approve certain types of projects without a public hearing. However, before approval is given, there will be a **10-day comment period beginning on November 5, 2025 and ending on November 14, 2025**. This comment period will enable you to bring your comments or questions to the attention of the Community Development Department. No appeal form, or fee is required and you may correspond orally or in writing. If you have any questions about the project or the process, please contact the Community Development Department at (530) 757-5610; or via email at [elee@cityofdavis.org](mailto:elee@cityofdavis.org).

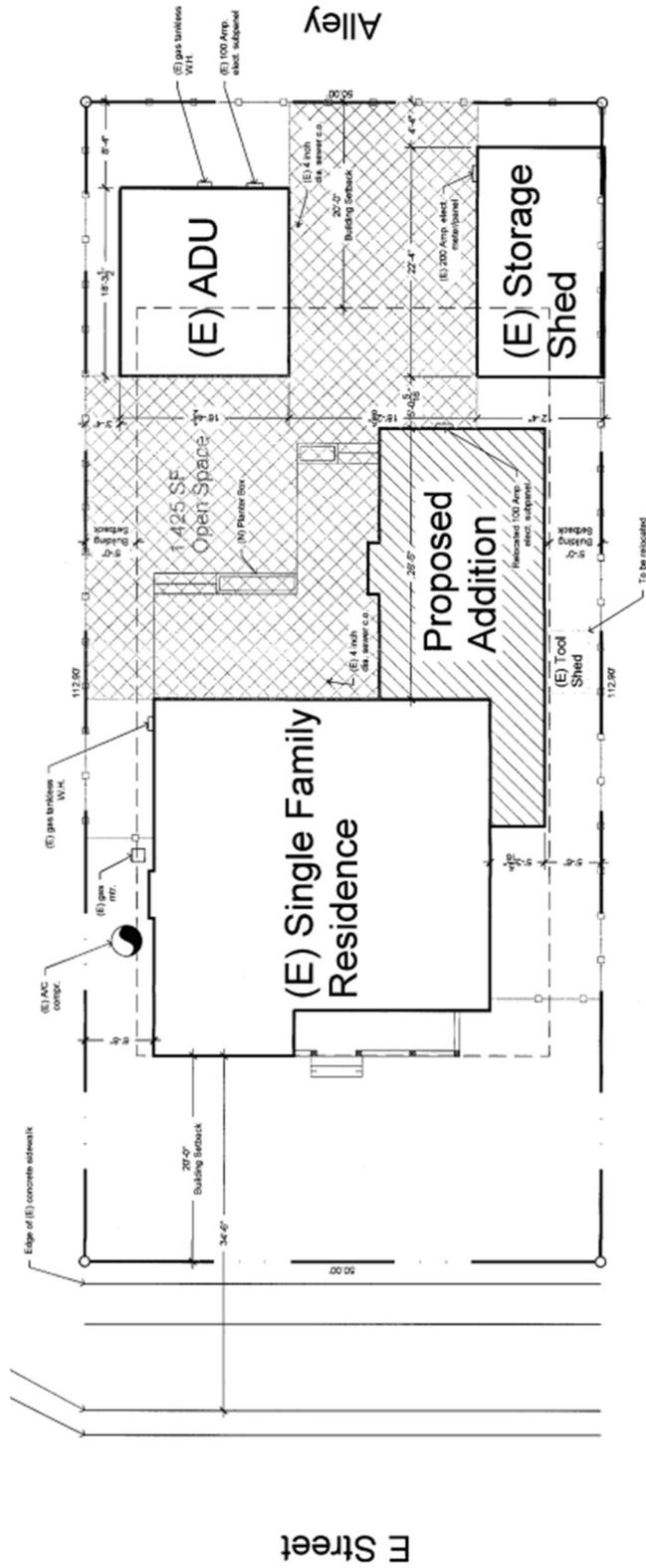
Unless the department receives information which, in its judgment, warrants that a public hearing be held, the project will be approved. **An appeal period will commence on November 17, 2025, and will close at 5:00 p.m. on November 26, 2025**. If you wish to appeal the approval, thereby requesting a public hearing to be held on this project, an appeal application accompanied by a written statement of the grounds for the objection, along with a fee of \$256 must be received prior to the end of the appeal period.

You will not receive any further notice unless an appeal is filed and a public hearing is scheduled.

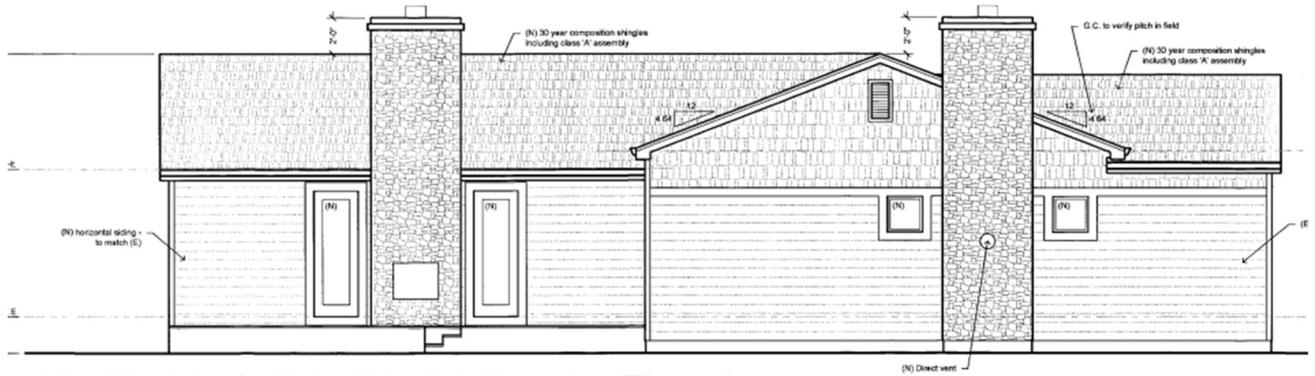
**Attachments:**

1. Proposed Site Plan and Elevations

# Proposed Site Plan

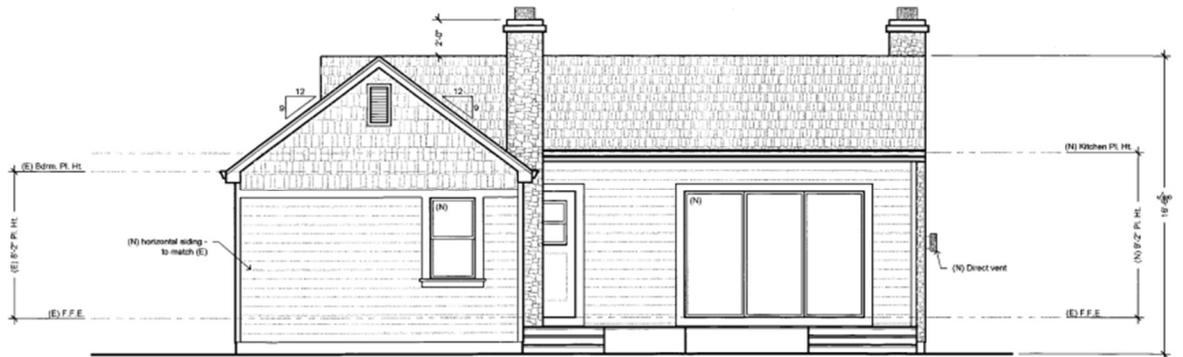


## Proposed North and East Elevations



**Modified Left Side (North) Exterior Elevation**

Sca



**Modified Rear (East) Exterior Elevation**

Scale: 1/4" = 1'-0"

All As-Built  
construction