

# VARIANCE REQUEST FORM

**PLEASE NOTE: The following questions must be answered completely.** If additional space is needed, attach extra pages to the request form. Contact the Littleton Community Development Department at (303) 795-3748 for clarification of terms or for specific zone district requirements.

I, the undersigned, do hereby request a variance from the City of Littleton Municipal Code as set forth in Section 2-3-1 and Section 10-11-2 of the Littleton Municipal Code and amended to date.

Applicant/Owner Name: Thomas and Rita Sullivan	
Applicant/Owner Address: 5566 Elmwood St. Littleton, CO 80120	
Subject Property Address: 5566 Elmwood St.	
Legal Description: <b>Lot 7 Block 7 Stark Brothers Woodlawn addition</b>	
Current zoning of subject property	R-3

## PURPOSE OF THE VARIANCE (Be Specific):

We wish relief of the east (alley) setback from 20 feet to 9 feet. In addition, we request relief of the south 10 foot setback to 3 feet. The purpose is to add to our 1 bedroom home a Master Bedroom Suite.

What unique or exceptional characteristics of your property create a hardship for the variance?

☐ Shape

☐ Slope

☐ Soil

☐ Subsurface

☐ Elevation

☐ Too short

☒ Too narrow

☐ Too shallow

☐ Vegetation

☒ Buildings/Structure

☒ Other (Explain) \_\_\_\_\_

The home sets way back on the lot.

## SITE CHARACTERISTICS:

1. What is the current use of the property? Single Family Residence

Will the variance allow a different use for the property?

☐ Yes ☐ No

If YES, explain:

We wish to add a Master Bedroom.

2a. Will the variance alter the essential character of the neighborhood or zone district in which the property is located? *Not applicable to sign variances* ☐ Yes ☐ No

Explain:

Stark Brothers Woodlawn Addition was subdivided in 1907 in Arapahoe County. The character of our neighborhood is that of quaint older homes that were built out in the county. It was later annexed into the City of Littleton. 90% of our neighbors have built within a foot or two of the property lines and sometimes, even over of the property lines. (See the Survey) The variance that we request is entirely within the character of the neighborhood.

2b. Will the variance substantially or permanently impair the allowed use or development of adjacent property? ☐ Yes ☐ No

Explain:

Our neighbor to the south has the building's north wall on our property. (See Survey) His east wall is almost on the property line to the east. If he wishes to expand, it would be to the south and west, therefore, our proposed project would not impact him in any way.

3a. How is the requested variance the minimum that will afford relief from the hardship? Explain why alternative solutions are not feasible:

The house is situated on the lot far from the street and close to the alley. We have a narrow lot of 60 feet which is smaller than the 65 feet typical of R3 Zoning. We are unable to build directly east owing to the presence of the garage. The only way to set the addition was to the south and then east.

3b. How is the requested variance the least possible modification?

Explain:

The proposed variance would allow the construction of a Master Suite (with master bedroom, bathroom, walkin closet and sitting area) as an addition to our little one bedroom home.

4. Will the variance affect public health, safety, or welfare? ☐ Yes ☐ No Explain:

Our addition will pose no threat to public safety, health or welfare. It will actually be an improvement. Instead of the ugly run down carports and rotting deck and storage shed that do represent a safety and potential health risk, we will construct an engineered and soundly constructed addition.

5a. Was the hardship created by the owner, occupant, or agent of the property owner? ☐ Yes ☐ No

Explain:

The hardship is a consequence of the narrow lot and the placement of our home so far back on the lot.

5b. Was the hardship suffered as a result of a violation of any provision of this Code? ☐ Yes ☒ No

Explain:

Stark Brothers Woodlawn Addition was subdivided in 1907 and while we are not entirely certain when the construction began, we are fairly certain that the building codes were different in Arapahoe County than they are in City of Littleton today.

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief.

**Thomas E. Sullivan**

\_\_\_\_\_  
Signature of Applicant(s)

**6/13/21**

\_\_\_\_\_  
Date of Request

Dear Elizabeth,

August 23, 2021

Thank you very much for pointing out that more information might be needed for the board to have the full knowledge of why we feel the valiance should be granted for us to build an addition on our home. We are requesting that the hardship be granted for 2 reasons. First, that our lot measures 60 feet instead of the required 65 ft for R-3 zoning. In addition another hardship is the setting of our home so far to the rear of the lot. This limits our ability to put on an addition in the traditional manner.

Last fall, we made a huge mistake and began construction of a much needed addition to our tiny home. A man that we trusted because his name was included in the Business Directory as a Master Carpenter at our church. (See documentation) He also works for the church maintaining the buildings. He assured us that if Tom were to help him with the construction and we maintained the same footprint of the original structure a permit would not be required by the City of Littleton. Tom executed the Homeowner Clause document but since the builder apparently never applied for a permit, we suppose he didn't file it with the city. In December, the City of Littleton issued a Stop Work order. We should have done more due diligenge prospectively, but we are not builders and have never done a building project before and we trusted our builder. It was only after we undertook the process of applying for a permit after the Stop Work order that we learned that not only he was not licensed to build in the City of Littleton but that he had built into the setbacks. Regardless of where the incomplete addition stands, we do have a genuine hardship in that the setting of the home is such that we have no room to expand other than to the east and south. Add to it we only have a 60 foot lot in an R3 zone which is ordinarily 65 feet. These are hardships which we did not make and support our request for the variance.

So, at this time, the unfinished addition is still standing. We acknowlege our disreputable builder is also incompetant and that the structure has multiple defects. We understand that the City of Littleton believes that the structure needs to be torn down. We consulted with a structural engineer, Glen Wilson, from Anchor Engineering last March and were made aware of many many problems with the addition (See letter). We did not include this information with our application for the variance because we assumed that it would not make an impact on the granting of the variance but would be something, once the variance was granted to take up with the Building Department. This afternoon we spoke with Glen Wilson and reviewed his letter and he is of the opinion that all defects (except being within the setbacks) can be remedied without tearing down the structure.

We have looked at several options. We don't have another spot to erect the addition unless it is to the west, taking out our front door and living room. If we built within the setbacks our addition would measure 144 ft<sup>2</sup>. If we built within an area allowed by an administrative valiance it would still be just 271 ft<sup>2</sup>. Due to our narrow lot and the placement of the home there is nowhere else to go. When we bought this property, there was already a 3 season party room and two car ports (see photos) that were exactly where we hope to have our addition. The addition would be an improvement to the rotting eyesore that had stood on its footprint.

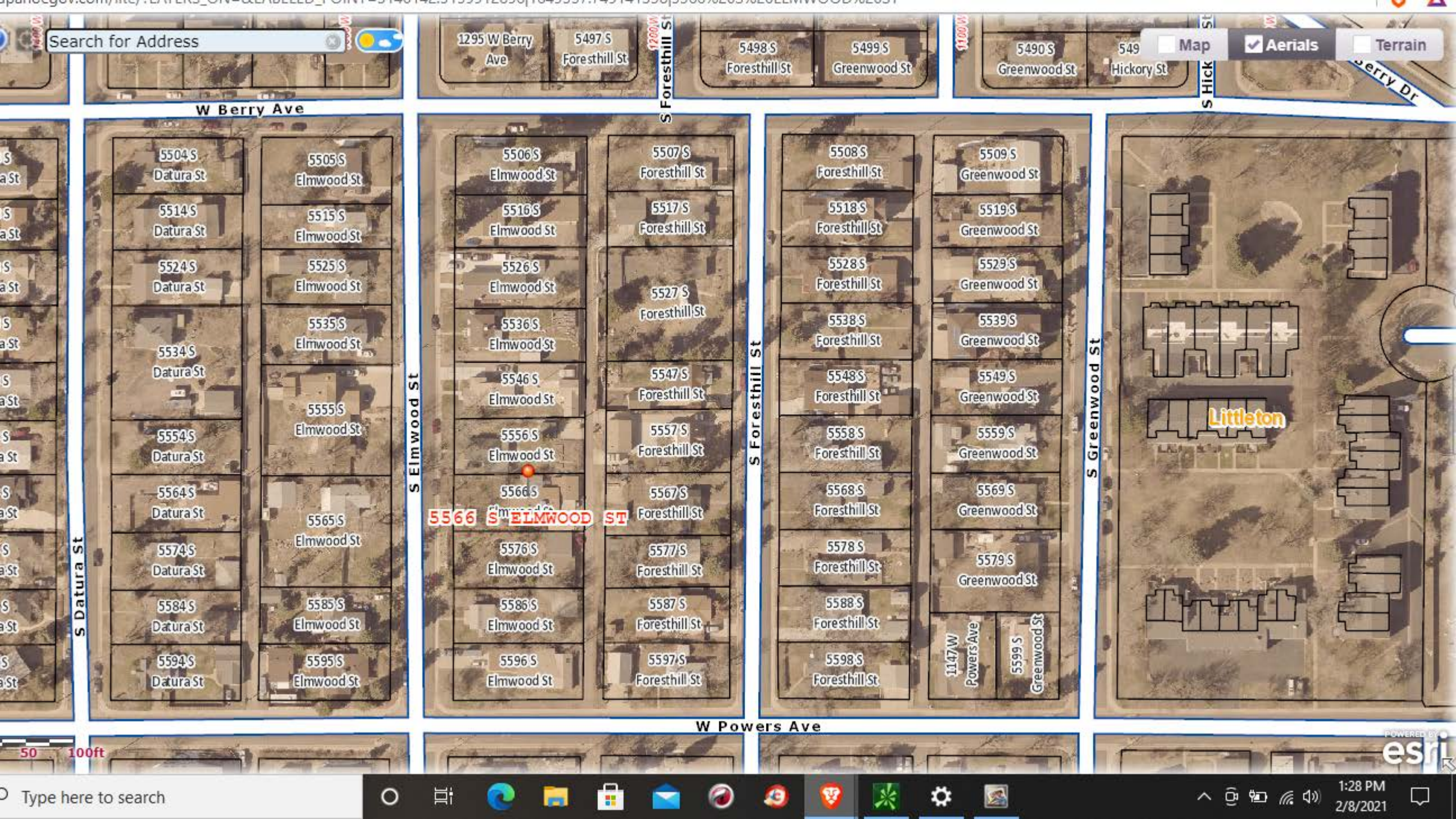
Should we get the variance we will work with our structural engineer to satisfy the City of Littleton. We will engage an architect to ensure that the building codes of Littleton are met. We have a builder who is licensed with the City of Littleton who will execute the plan.

Sincerely,

Tom and Rita Sullivan







Search for Address

1295 W Berry Ave

5497 S Foresthill St

5498 S Foresthill St

5499 S Greenwood St

5490 S Greenwood St

549 Hickory St

Map

Aerials

Terrain

W Berry Ave

S Foresthill St

S Hickory St

Berry Dr

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

S Datura St

5504 S Datura St

5514 S Datura St

5524 S Datura St

5534 S Datura St

5544 S Datura St

5554 S Datura St

5564 S Datura St

5574 S Datura St

5584 S Datura St

5594 S Datura St

5505 S Elmwood St

5515 S Elmwood St

5525 S Elmwood St

5535 S Elmwood St

5545 S Elmwood St

5555 S Elmwood St

5565 S Elmwood St

5575 S Elmwood St

5585 S Elmwood St

5595 S Elmwood St

S Elmwood St

5506 S Elmwood St

5516 S Elmwood St

5526 S Elmwood St

5536 S Elmwood St

5546 S Elmwood St

5556 S Elmwood St

5566 S Elmwood St

5576 S Elmwood St

5586 S Elmwood St

5596 S Elmwood St

5507 S Foresthill St

5517 S Foresthill St

5527 S Foresthill St

5537 S Foresthill St

5547 S Foresthill St

5557 S Foresthill St

5567 S Foresthill St

5577 S Foresthill St

5587 S Foresthill St

5597 S Foresthill St

S Foresthill St

5508 S Foresthill St

5518 S Foresthill St

5528 S Foresthill St

5538 S Foresthill St

5548 S Foresthill St

5558 S Foresthill St

5568 S Foresthill St

5578 S Foresthill St

5588 S Foresthill St

5598 S Foresthill St

5509 S Greenwood St

5519 S Greenwood St

5529 S Greenwood St

5539 S Greenwood St

5549 S Greenwood St

5559 S Greenwood St

5569 S Greenwood St

5579 S Greenwood St

5589 S Greenwood St

5599 S Greenwood St

S Greenwood St

Littleton

1147 W Powers Ave

5599 S Greenwood St

W Powers Ave

50 100ft

POWERED BY  
esri

Type here to search



1:28 PM  
2/8/2021



# IMPROVEMENT SURVEY PLAT

of Lot 7, Block 7, STARK BROTHERS WOODLAWN ADDITION,  
a subdivision in the SE 1/4 of Section 16, T5S, R68W of the 6th P.M.  
County of Arapahoe, State of Colorado

0.0' a.g.

## LEGAL DESCRIPTION:

Lot 7, Block 7,  
STARK BROTHERS WOODLAWN ADDITION,  
County of Arapahoe,  
State of Colorado.

## SURVEYOR'S CERTIFICATION:

I, Lawrence G. Chambers a registered Professional Land Surveyor  
licensed to practice Land Surveying in the State of Colorado, do  
hereby certify that a field survey of the parcel described hereon,  
as shown on this plat, was made by myself or under my direct  
supervision and responsible charge, is based on my professional  
knowledge, information and belief on May 24, 2021, is not a  
guaranty or warranty, either expressed or implied and the  
accompanying plat accurately and properly shows said parcel  
and the survey thereof.



Lawrence G. Chambers, PLS  
Colorado Registration No. 16099

## NOTES:

1) BASIS OF BEARINGS: Bearings are based upon the west line of the subject property which is assumed to bear N 0°00'55" W between two set 18" long #5 rebars with 1 1/2" alloy caps stamped "CHAMBERS PLS #16099", as shown hereon. The 1907 plat of STARK BROTHERS WOODLAWN ADDITION does not use bearings.

2) This survey does not constitute a title search by Chambers Consulting, Inc. to determine ownership or easements of record. The client did not provide a legal description, title commitment or title policy.

Research for this survey was performed in accordance with CRS 38-51-106 and the Rules of Procedure and Board Policy Statements of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors, specifically those Board Rules and Policy Statements relating to the depiction of easements and rights of way.

3) FLOOD INFORMATION: This site is not within a designated FEMA floodplain as determined by the Flood Insurance Rate Map (FIRM) #08005CO432M dated 09/04/2020. The property is within Zone X = area determined to be outside the 0.2% annual chance flood.

3) Distances on this Improvement Survey Plat are expressed in US survey feet and decimals thereof. A US Survey Foot is defined as exactly 1200/3937 meters.

4) According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification above.

5) Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument of accessory commits a Class Two (2) Misdemeanor pursuant to a Colorado State Statute CRS 18-4-508.

## CLERK AND RECORDER'S CERTIFICATE:

Accepted for filing in the Office of the Arapahoe County  
Clerk and Recorder at Littleton, Colorado, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

PLAT # \_\_\_\_\_  
or Reception No. \_\_\_\_\_.

BY: Deputy Clerk

## 5566 S. ELMWOOD STREET ISP

### CHAMBERS CONSULTING INC.

STREET ADDRESS: 805 BEAR CREEK AVENUE  
MAIL: P.O. BOX 339, MORRISON, CO 80465-0339  
303-697-0650 chaconinc@chamberscon.com

SCALE:

1 INCH = 10 FT.

DATE: 6-3-2021

REVISION:

DRAWN BY:

LGC & JARC

CSI #50310029

file name:

ELMWOOD5.TRV

COUNTY:

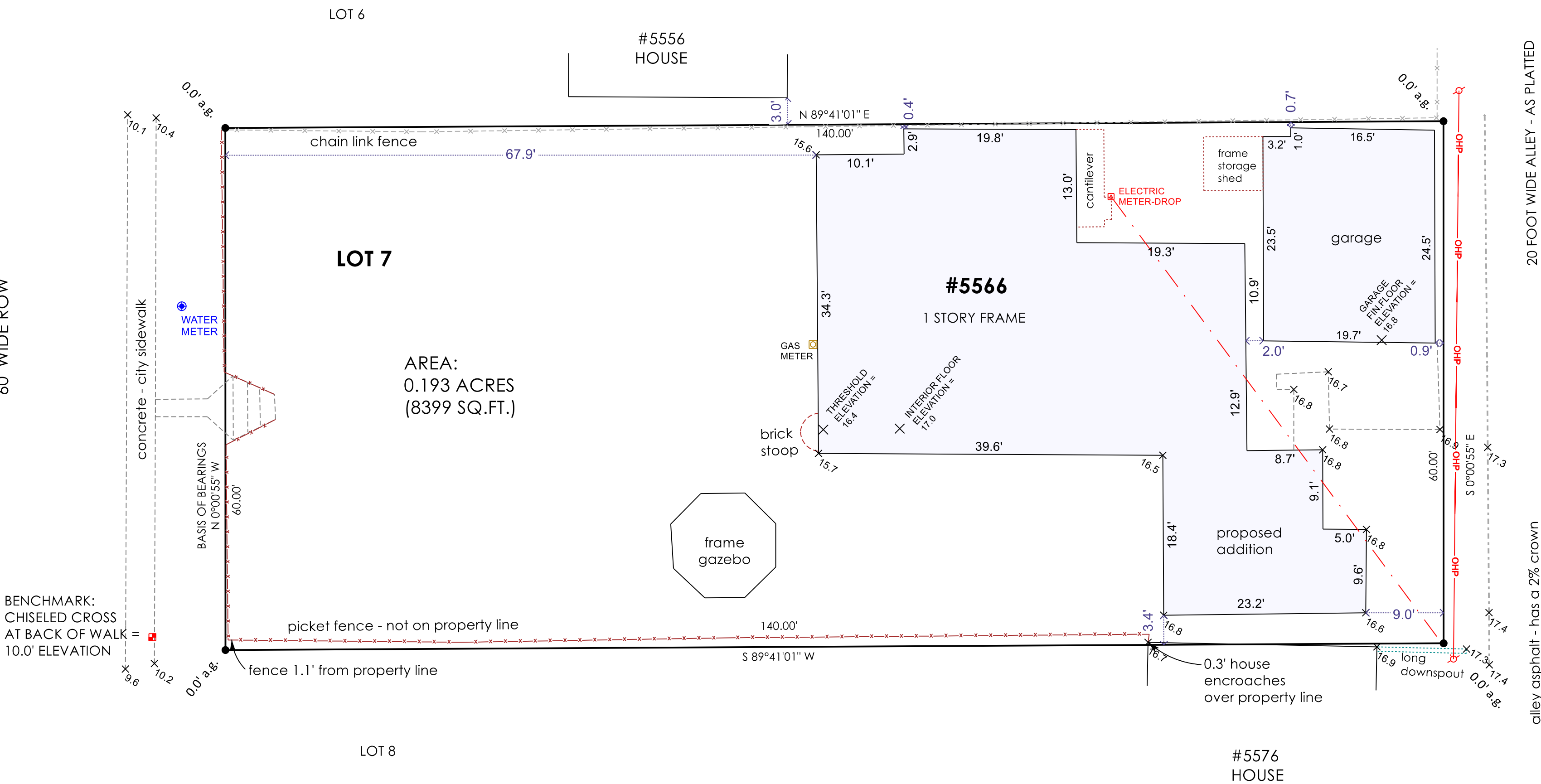
ARAPAHOE

DRAWING NO.:

1647

SOUTH ELMWOOD STREET

60' WIDE ROW



LOT 14, BLOCK 7

0.0' a.g.

60.00' N 0°0'04\"/>

0.0' a.g.

## LEGEND:

- edge of asphalt
- edge of concrete or curb
- G— gas line
- T— cable underground - phone or broadband
- P— elec. power underground
- - - - - chain link fence
- x - x - x - picket fence
- - - - - OHP - overhead power and poles

a.g. = above ground; b.g. = below ground

● SET: 18" long #5 rebar with 1 1/2" alloy cap - marked "CHAMBERS PLS #16099" at 0.0' a.g.

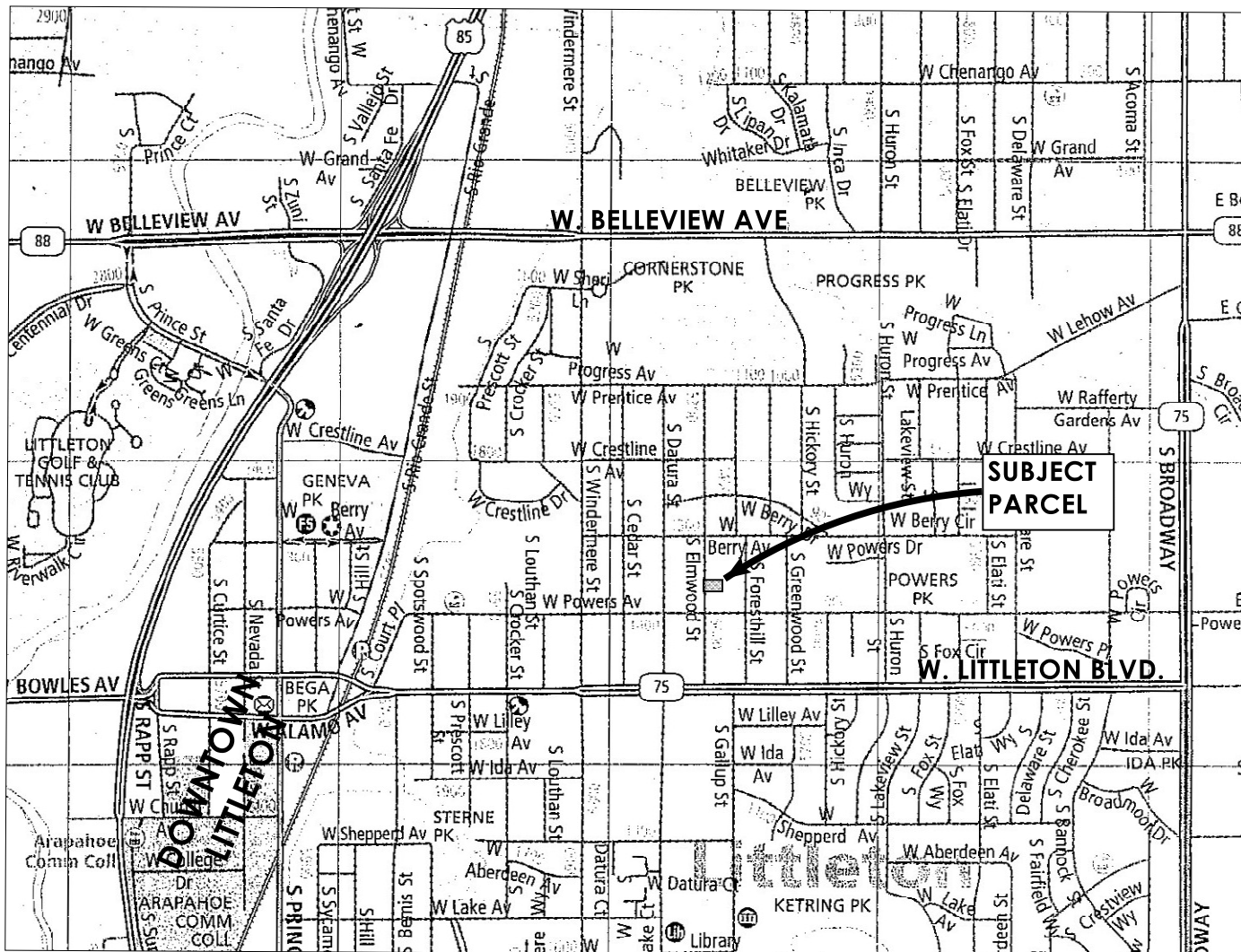
● FOUND: Magnetic nail driven in disk, stamped: (PLS) #38091

□ FOUND: Yellow plastic cap on #5 rebar, marked: "PLS #36070"

○ FOUND: 1 1/2" o.d. pipe

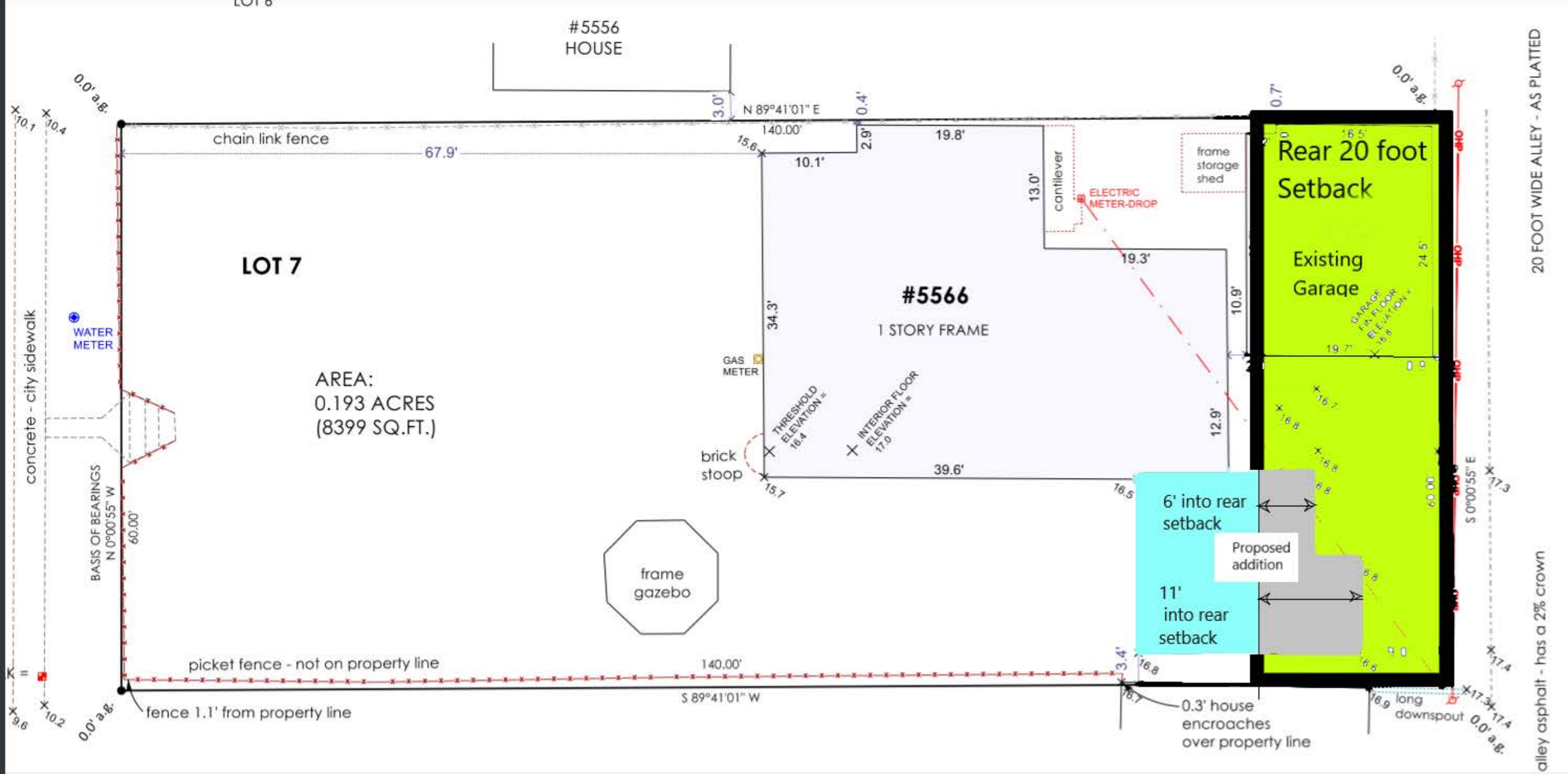
All distances shown are from filed subdivision plat, STARK BROTHERS WOODLAWN ADDITION as filed in the records of the Arapahoe County Clerk and Recorder's Office, with a notary date of June 3, 1907.

## VICINITY MAP (NOT TO SCALE, FOR LOCATION ONLY)



0.0' a.g.





#5556  
HOUSE

**LOT 7**

AREA:  
0.193 ACRES  
(8399 SQ.FT.)

**#5566**

1 STORY FRAME

Existing Gazebo

Proposed Addition	Proposed Deletion
<p>1. <b>Proposed Addition:</b> Add a new section titled "Data Security" to the end of the document.</p> <p>2. <b>Proposed Addition:</b> Add a new section titled "Data Security" to the end of the document.</p>	<p>1. <b>Proposed Deletion:</b> Delete the section titled "Data Security" from the end of the document.</p> <p>2. <b>Proposed Deletion:</b> Delete the section titled "Data Security" from the end of the document.</p>

5.6' into side setback

20 FOOT WIDE ALLEY - AS PLATTED

alley asphalt - has a 2% crown

#5556  
HOUSE

**LOT 7**

AREA:  
0.193 ACRES  
(8399 SQ.FT.)

**#5566**

1 STORY FRAME

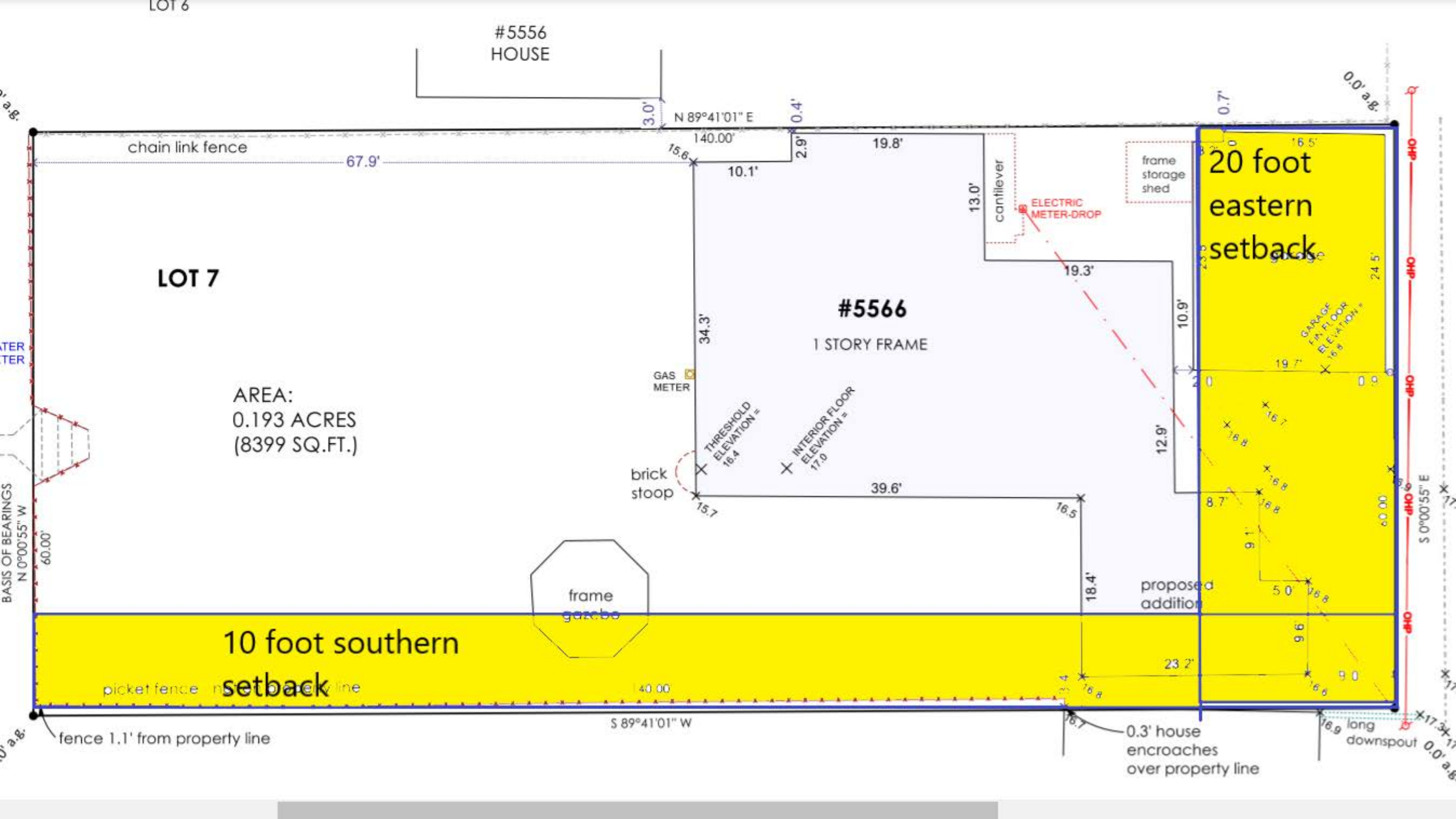
20 foot  
eastern  
setback

10 foot southern  
setback

frame  
gazebo

propose a  
addition

—0.3' house  
encroaches  
over property line





**From:** [Rita Sullivan](#)  
**To:** [Elizabeth Kay Marchetti](#)  
**Subject:** Re: 5566 Elmwood VAR21-0008  
**Date:** Sunday, August 29, 2021 7:22:39 PM  
**Attachments:** [image001.png](#)

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Elizabeth,

The livingroom and bedroom are on the west wall of the home. As you enter the house (SW front entry), proceeding from west to east, you pass through the living room and eating area combination. To the left is the door to the bedroom. Continuing easterly through the dining area then take a left (north) and go into the narrow galley kitchen and finally into the bathroom on the north wall of the home. In this location the kitchen and bathroom drains have access to the sewer which is in the alley.

The reasons for not locating the addition at the front of the house are numerous. First and foremost, positioning a bedroom in the front of the house would preclude us from having a bathroom, since the sewer is in the alley. In addition, for safety reasons, we plan on putting an egress window for the basement which would need to be located at the front of the building under the current bedroom. An addition in that location would make that impossible. There is no other place with access for an egress window to the basement. The sprinkler system and gas meter are situated on the west wall outside the living room. Also, there is a mature tree to the west of the current bedroom and the setback to the north further limits our ability to develop that area.

Lastly, a bedroom at the west, that would not have a bathroom, would make the flow through the home strange. If the addition was on the northern half of the west wall, we would have to walk through one bedroom to get to the new one. The addition on the south portion of the west wall would be bad because we would need to refigure the front entrance so not to have to walk through the bedroom to get into the house. In addition, we would need to move the gas meter and sprinkler system to build there.

The question of building along our south wall is good, but again there, we are so very cramped that in that side yard (19ft) that the width of the room could only be 9 ft to respect the 10 ft. setback. In that area we have a lovely Catalpa tree and Peach tree and water features that we would hate to loose.

Regarding the possibility of placing it in the northeast corner...the garage is there and access to the sewer is at the southeast.

We believe the southeast corner of the property, if we can obtain the variance, would be optimal because there is easy access to the sewer and it would be less disruptive to existing trees etc.

Please let us know if you have any more questions, Elizabeth.

Thank you.

Rita & Tom

On Fri, Aug 27, 2021 at 2:21 PM Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Hi Rita,

I'm writing the staff report and needing some more details. I've got another (hopefully)

quick couple of questions for you.

Would you please let me know how the interior of the house is currently laid out? (Where's the bedroom, kitchen, living room, etc. now?)

Why not create the addition to the home off the front of the building instead of the rear?

Why did you create the addition at the southwest side of the house?

Many thanks,

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)



---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Friday, August 27, 2021 11:06 AM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** Re: 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

5.6 feet.

Rita

On Fri, Aug 27, 2021, 9:00 AM Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Hi Rita,

I've got a clarifying question: please let me know if the side yard setback request is for 5.6" or for 5.6'.

Many thanks,

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)



---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Monday, August 23, 2021 7:58 PM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** Re: 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Thanks, Elizabeth.

We will check with Glen about that.

Rita

On Mon, Aug 23, 2021, 5:17 PM Elizabeth Kay Marchetti  
<[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Dear Rita,

The new letter and the email from the Structural Engineer may help. However, the email from the structural engineer explains that he didn't do a structural analysis (just visual) and doesn't say that he believes all the items can be remedied in place without removal/reconstruction. Can you get anything more definitive from him? As it's written, that list of problems seems to imply a need for major reconstruction.

Please upload those items to eTrakit so they're in the project file?

Regards,

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)

---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Monday, August 23, 2021 4:20 PM

**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Elizabeth,

How does this look for a response? Thanks for talking to us this afternoon. Does this help at all?

Thanks again.

Rita

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.littleton.org/EnvisionLittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.littleton.org/EnvisionLittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.envisionlittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**From:** [Rita Sullivan](#)  
**To:** [Elizabeth Kay Marchetti](#)  
**Subject:** Re: 5566 Elmwood VAR21-0008  
**Date:** Monday, August 30, 2021 2:14:22 PM  
**Attachments:** [image001.png](#)

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Elizabeth,

The survey is accurate. Please note that the picket fence "not on the property line" runs from the west for 140 feet until it attaches to the neighbor's home. Our addition is not north of the fence but to the north of our neighbor's home.

Hope that clears it up.

Rita

On Mon, Aug 30, 2021 at 8:53 AM Elizabeth Kay Marchetti  
<[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

This is really helpful.

EXCEPT-the survey that your drawings are based on show a "Picket fence not on property line," along the southern property line...

Is the survey inaccurate??

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)



**From:** Rita Sullivan [REDACTED]  
**Sent:** Sunday, August 29, 2021 11:50 AM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** Re: 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Elizabeth,

There is NO fence to the south of the addition. Our neighbors house to the south encroaches over our property line 4 in. So, in addition to an unusually narrow lot (smaller than code of 65 ft.), neighboring buildings on both north and south (also built during Arapahoe county days) do not adhere to the property line or setbacks and we are very compressed on this property.

Does this help?

Look for our next email re house layout. I'm moving to laptop.

Thanks!

Rita & Tom

On Fri, Aug 27, 2021, 2:36 PM Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Hello again,

So sorry that I'm sending you multiple emails!

One more: what is the distance between the addition and fence to the south?

Many thanks,

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)



---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Friday, August 27, 2021 11:06 AM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** Re: 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

5.6 feet.

Rita

On Fri, Aug 27, 2021, 9:00 AM Elizabeth Kay Marchetti  
<[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Hi Rita,

I've got a clarifying question: please let me know if the side yard setback request is for 5.6" or for 5.6'.

Many thanks,

**Elizabeth Kay Marchetti, AICP**

Senior Planner  
Community Development  
2255 West Berry Avenue  
Littleton, Colorado 80120  
O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)

---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Monday, August 23, 2021 7:58 PM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** Re: 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks, Elizabeth.

We will check with Glen about that.

Rita

On Mon, Aug 23, 2021, 5:17 PM Elizabeth Kay Marchetti  
<[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)> wrote:

Dear Rita,

The new letter and the email from the Structural Engineer may help. However, the email from the structural engineer explains that he didn't do a structural analysis (just visual) and doesn't say that he believes all the items can be remedied in place without removal/reconstruction. Can you get anything more definitive from him? As it's written, that list of problems seems to imply a need for major reconstruction.

Please upload those items to eTrakit so they're in the project file?

Regards,

**Elizabeth Kay Marchetti, AICP**

Senior Planner

Community Development

2255 West Berry Avenue

Littleton, Colorado 80120

O: 303.795.3744

[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)

---

**From:** Rita Sullivan [REDACTED]  
**Sent:** Monday, August 23, 2021 4:20 PM  
**To:** Elizabeth Kay Marchetti <[ekaymarchetti@littletongov.org](mailto:ekaymarchetti@littletongov.org)>  
**Subject:** 5566 Elmwood VAR21-0008

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Elizabeth,

How does this look for a response? Thanks for talking to us this afternoon.  
Does this help at all?

Thanks again.

Rita

\* Sender and receiver should be mindful that all incoming and outgoing emails may



be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.envisionlittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.envisionlittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.envisionlittleton.org).**

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**The city's top Envision Littleton priority in 2021 is to update the land use and zoning**

code. Learn more and provide feedback about the Unified Land Use Code, the 2040 Envision Littleton Plan, and the Transportation Master Plan at [EnvisionLittleton.org](https://www.envisionlittleton.org).

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.

**From:** [Rita Sullivan](#)  
**To:** [Elizabeth Kay Marchetti](#)  
**Subject:** 5566 Elmwood Preplanning meeting  
**Date:** Tuesday, February 23, 2021 6:51:02 PM  
**Attachments:** [5566 pictures.zip](#)

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Elizabeth,

I am sending you some photos that show the concrete slab and bricks that remained before the building went up and now extend under the building.

We have been measuring our property and then subtracting the area covered by buildings. The buildings (including the new addition) combined represent 34% of the total property.

We recall that you had some concern that the new structure would not be larger than the original. New addition = 383 sq ft. Old=621.5 sq ft.

Please let us know if there is anything else you can suggest to improve our chances of our project going forward.

Talk to you soon,  
Rita

\* Sender and receiver should be mindful that all incoming and outgoing emails may be subject to the Colorado Open Records Act, S 24-72-200.1, et seq.



Rita Sullivan

**5566 South Elmwood Street**

3 messages

**Glen Wilson** <glen.wilson@anchoreng.com>

Tue, Mar 9, 2021 at 1:08 PM

To

Tom and Rita,

It was nice meeting with you today. We wanted to provide you with some commentary on the observation we performed at the above-mentioned residence on March 9, 2021.

A representative from our office performed a limited site observation of the addition that was built at the southeast corner of the property. Hand-drawn drawings of the addition with limited structural information was available for our review. Our office did not perform a structural analysis on the structural elements and the following information is based on visual observations, the provided drawings, and the as-built conditions. The following structural items may require modification to meet the minimum code requirements:

1. The roof framing is engineered wood roof trusses. The design criteria for the roof trusses was not reviewed by our office. Uplift connectors and lateral connections were not installed at the time of our observation.
2. Wall framing:
  - a. Headers at window and door openings appeared to be inadequately sized, not installed, or were not properly supported.
  - b. Wall sheathing was not blocked at panel edges.
  - c. Wall double top plate was not continuous along the north wall.
  - d. The west exterior wall did not appear to have adequate lateral support.
  - e. Sole plate connection may not be adequate for lateral design.
3. Floor framing:
  - a. Floor joists are preservative treated 2x6's at 16"o.c. that cantilever over 2x6 beams. The roof load on the east and west sides are supported by the cantilevers. This may result in over-stressed floor framing and excessive uplift at interior joist supports.
  - b. The beam sizes may not be adequate to support the imposed loads.
  - c. Beam connections may not be adequate to resist uplift loads from the floor joists.
4. Foundation:
  - a. The structure appears to be supported on 8" diameter concrete piers. The concrete piers may not be properly reinforced. Column to pier connections may not be adequate to resist uplift forces caused by the cantilevered floor joists. The piers do not appear to be adequately sized to support the weight of the structure assuming code minimum soil bearing capacities.
5. Non-structural items:
  - a. Floor joist depth and wall stud thickness may not be adequate to meet insulation requirements.
  - b. Exterior siding was installed along the east wall. The siding is in contact with the ground and should be installed a minimum of 6" above grade.
  - c. The bottom of the floor joists and insulation is approximately 6" above grade is fully exposed. This could cause moisture and pest problems. The insulation appeared to be falling out of the floor joists in some locations.
  - d. Attic vents were not observed and may be required for proper ventilation.
  - e. The exterior grade around the new structure has negative slope on all sides. Large amounts of water may pool below the structure. This can lead to mold issues and will likely cause foundation settlement.
  - f. The structure is assumed to be built within the set-backs of the property and will likely require the footprint of the building to be modified.

If you need, our office can provide this information on our letter head with a licensed engineer's seal. Please let us know if you have any questions.

Sincerely,



**Glen L. Wilson, E.I.**

Design Engineer II

**Phone:** 303-783-4797 x133#

**Direct:** 720-722-4819

**Email:** [glen.wilson@anchoreng.com](mailto:glen.wilson@anchoreng.com)

2535 17<sup>th</sup> Street

Denver, CO 80211

[www.anchoreng.com](http://www.anchoreng.com)

**We are licensed in 47 states!**



---

**Rita Sullivan**

This is what the structural engineer reported to us after his inspection.  
Mum

----- Forwarded message -----

From: **Glen Wilson** <[glen.wilson@anchoreng.com](mailto:glen.wilson@anchoreng.com)>

Date: Tue, Mar 9, 2021, 1:08 PM

Subject: 5566 South Elmwood Street

To: [REDACTED]

Tom and Rita,

It was nice meeting with you today. We wanted to provide you with some commentary on the observation we performed at the above-mentioned residence on March 9, 2021.

A representative from our office performed a limited site observation of the addition that was built at the southeast corner of the property. Hand-drawn drawings of the addition with limited structural information was available for our review. Our office did not perform a structural analysis on the structural elements and the following information is based on visual

observations, the provided drawings, and the as-built conditions. The following structural items may require modification to meet the minimum code requirements:

1. The roof framing is engineered wood roof trusses. The design criteria for the roof trusses was not reviewed by our office. Uplift connectors and lateral connections were not installed at the time of our observation.
2. Wall framing:
  - a. Headers at window and door openings appeared to be inadequately sized, not installed, or were not properly supported.
  - b. Wall sheathing was not blocked at panel edges.
  - c. Wall double top plate was not continuous along the north wall.
  - d. The west exterior wall did not appear to have adequate lateral support.
  - e. Sole plate connection may not be adequate for lateral design.
3. Floor framing:
  - a. Floor joists are preservative treated 2x6's at 16"o.c. that cantilever over 2x6 beams. The roof load on the east and west sides are supported by the cantilevers. This may result in over-stressed floor framing and excessive uplift at interior joist supports.
  - b. The beam sizes may not be adequate to support the imposed loads.
  - c. Beam connections may not be adequate to resist uplift loads from the floor joists.
4. Foundation:
  - a. The structure appears to be supported on 8" diameter concrete piers. The concrete piers may not be properly reinforced. Column to pier connections may not be adequate to resist uplift forces caused by the cantilevered floor joists. The piers do not appear to be adequately sized to support the weight of the structure assuming code minimum soil bearing capacities.
5. Non-structural items:
  - a. Floor joist depth and wall stud thickness may not be adequate to meet insulation requirements.
  - b. Exterior siding was installed along the east wall. The siding is in contact with the ground and should be installed a minimum of 6" above grade.
  - c. The bottom of the floor joists and insulation is approximately 6" above grade is fully exposed. This could cause moisture and pest problems. The insulation appeared to be falling out of the floor joists in some locations.
  - d. Attic vents were not observed and may be required for proper ventilation.
  - e. The exterior grade around the new structure has negative slope on all sides. Large amounts of water may pool below the structure. This can lead to mold issues and will likely cause foundation settlement.
  - f. The structure is assumed to be built within the set-backs of the property and will likely require the footprint of the building to be modified.

If you need, our office can provide this information on our letter head with a licensed engineer's seal. Please let us know if you have any questions.

Sincerely,



**Glen L. Wilson, E.I.**

Design Engineer II

**Phone:** 303-783-4797 x133#

**Direct:** 720-722-4819

**Email:** [glen.wilson@anchoreng.com](mailto:glen.wilson@anchoreng.com)

2535 17<sup>th</sup> Street

Denver, CO 80211

[www.anchoreng.com](http://www.anchoreng.com)

We are licensed in 47 states!

 Title: Facebook -  
Description: Facebook icon

 Title: instagram -  
Description: instagram icon

---

3 attachments



image001.jpg  
5K



image002.png  
1K



image003.png  
1K

---

Rita Sullivan

To: [REDACTED]

Tue, May 18, 2021 at 7:45 PM

----- Forwarded message -----

From: **Glen Wilson** <[glen.wilson@anchoreng.com](mailto:glen.wilson@anchoreng.com)>

Date: Tue, Mar 9, 2021 at 1:08 PM

Subject: 5566 South Elmwood Street

To: [REDACTED]

Tom and Rita,

It was nice meeting with you today. We wanted to provide you with some commentary on the observation we performed at the above-mentioned residence on March 9, 2021.

A representative from our office performed a limited site observation of the addition that was built at the southeast corner of the property. Hand-drawn drawings of the addition with limited structural information was available for our review. Our office did not perform a structural analysis on the structural elements and the following information is based on visual

observations, the provided drawings, and the as-built conditions. The following structural items may require modification to meet the minimum code requirements:

1. The roof framing is engineered wood roof trusses. The design criteria for the roof trusses was not reviewed by our office. Uplift connectors and lateral connections were not installed at the time of our observation.
2. Wall framing:
  - a. Headers at window and door openings appeared to be inadequately sized, not installed, or were not properly supported.
  - b. Wall sheathing was not blocked at panel edges.
  - c. Wall double top plate was not continuous along the north wall.
  - d. The west exterior wall did not appear to have adequate lateral support.
  - e. Sole plate connection may not be adequate for lateral design.
3. Floor framing:
  - a. Floor joists are preservative treated 2x6's at 16"o.c. that cantilever over 2x6 beams. The roof load on the east and west sides are supported by the cantilevers. This may result in over-stressed floor framing and excessive uplift at interior joist supports.
  - b. The beam sizes may not be adequate to support the imposed loads.
  - c. Beam connections may not be adequate to resist uplift loads from the floor joists.
4. Foundation:
  - a. The structure appears to be supported on 8" diameter concrete piers. The concrete piers may not be properly reinforced. Column to pier connections may not be adequate to resist uplift forces caused by the cantilevered floor joists. The piers do not appear to be adequately sized to support the weight of the structure assuming code minimum soil bearing capacities.
5. Non-structural items:
  - a. Floor joist depth and wall stud thickness may not be adequate to meet insulation requirements.
  - b. Exterior siding was installed along the east wall. The siding is in contact with the ground and should be installed a minimum of 6" above grade.
  - c. The bottom of the floor joists and insulation is approximately 6" above grade is fully exposed. This could cause moisture and pest problems. The insulation appeared to be falling out of the floor joists in some locations.
  - d. Attic vents were not observed and may be required for proper ventilation.
  - e. The exterior grade around the new structure has negative slope on all sides. Large amounts of water may pool below the structure. This can lead to mold issues and will likely cause foundation settlement.
  - f. The structure is assumed to be built within the set-backs of the property and will likely require the footprint of the building to be modified.

If you need, our office can provide this information on our letter head with a licensed engineer's seal. Please let us know if you have any questions.

Sincerely,



**Glen L. Wilson, E.I.**

Design Engineer II

**Phone:** 303-783-4797 x133#

**Direct:** 720-722-4819

**Email:** [glen.wilson@anchoreng.com](mailto:glen.wilson@anchoreng.com)

2535 17<sup>th</sup> Street

Denver, CO 80211



[www.anchoreng.com](http://www.anchoreng.com)

We are licensed in 47 states!

