

Memorandum

TO: Planning Commission
FROM: Allison Eddins , Senior planner
DATE: October 28, 2025
SUBJECT: 5240 Oxford Street - Residential Design Review - Paulson Construction
ITEM NUMBER: 7.B
SECTION: NEW BUSINESS

REQUESTED MOTION

To approve the residential design review for the construction of a new home on the substandard riparian lot at 5240 Oxford Street subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Residential Design Review application. Any significant changes to these plans, as determined by city staff, will require review and approval by the Planning Commission.
2. A tree replacement fee shall be paid prior to issuance of a grading or building permit.
3. A shoreland mitigation plan shall be executed prior to the issuance of a grading or building permit.
4. This approval will expire after one year if a building permit has not been issued and construction commenced.
5. This approval is subject to a 5-day appeal period.

This action is based on the following finding of fact:

1. The project as presented meets the design requirements for R1 zoning district and the Shoreland Overlay District.

INTRODUCTION

The applicant, Doug Paulson with Paulson Construction, on behalf of the property owner, has submitted a residential design review application for the property at 5240 Oxford Street. The original home was recently demolished with an approved demolition permit issued by the city.

The subject lot is 54 feet in width and 394 feet in depth, and has a total lot size of 19,619 square feet. The minimum required lot width is 100 feet making the lot substandard. [Section 115-155 \(b\)\(1\)](#) requires a residential design review for new construction on substandard riparian lots.

The property owner originally applied for a residential design review and variances in 2019. The residential design review and variance requests for an accessory structure over 288 square feet, a reduction in the front yard setback and a reduction in the side yard setback were approved on January 28, 2020. The property owner did not pull a building permit within one

year of the approval and the approvals expired. The property owner has since redesigned the proposed home and submitted for a new residential design review in September 2025.

[Section 103-5](#) describes the review process. The criteria for review states that the planning commission may grant approval of the design review only when the proposed improvements comply with the applicable design standards of this chapter. Any variances to the design standards require review and approval by the planning commission. The applicant is not requesting any variances.

DISCUSSION

Project Description

The property originally had a small cabin, roughly 1,000 square feet, that was constructed around 1910. Later additions to the property included an attached deck along the rear of the cabin, a 480 square foot detached garage and a small shed. A curb cut and driveway apron is shared with the abutting lot to the south and the driveway is compacted gravel. The city issued a demolition permit for the buildings on September 16, 2025 and they have subsequently been removed.

The plans submitted for site and building review include the construction of a new two-story home with a second story deck, and a 624 square foot attached garage. The plans also include the relocation and paving of the driveway. The new driveway will have its own curb cut and access onto Oxford Street.

Prior to the buildings being demolished, the lot had an impervious surface coverage of 39 percent. The proposed plans show an impervious surface coverage of 30 percent. [Section 115-155 \(3\) \(a\)](#) states that *the impervious surface coverage of the parcel shall not exceed 25 percent. A maximum impervious surface coverage of 30 percent may be permitted if there are no structures (except for docks, stairways, lifts, landings, retaining walls and fences) in the required setbacks from the ordinary high water level and/or bluff.*

Residential Design Review for Substandard Lots

Design Standard	Allowed	Proposed
Lot Coverage	5,885 sq. ft. (30%)	5,822 sq. ft. (29.6%)
Foundation Area	2,937 sq. ft. (18%)	2,285 sq. ft. (12%)
Building Height	35 feet	29 feet
Setbacks	Front - 205.95 feet (+/- 10 feet) OHW - 85.9 feet (+/- 10 feet) Sides - Living space: 10 feet / Garage: 5 feet	Front - 208.5 feet OHW - 76.7 feet Sides - Living space: 10 feet from both side lot lines / Garage: 5 feet from north side

Shoreland Mitigation

In accordance with [Section 115.156](#), a shoreland mitigation plan must be submitted for residential development that requires land use approval, including residential design review. A

shoreland mitigation plan must include at least two of the following practices: establish a vegetation protection area, establish a vegetation restoration area, the use of natural color and materials on the exterior of the structures (architectural mass), removal of nonconforming structures and reduction of impervious surface coverage. As a condition of approval, a shoreland mitigation plan must be executed prior to the issuance of a building permit.

Staff's Review

Residential Design Review - Staff has reviewed the proposal in accordance with the standards specified for the R1 zoning district and the standards for substandard riparian lots. The proposal meets the code requirements.

Public and Agency Comment

Property owners within 150 feet were notified of the applicant's request. As of the writing of this report, staff has one comment from a neighbor inquiring about tree removal on the subject property, as well as his own property, and seeking clarification on whether or not variances were being applied for this time.

Comments were received from the public works department and have been incorporated into the conditions of approval.

RECOMMENDATION

Staff has reviewed the proposed project and has found it to be generally compliant with the requirements in Section 107 and 115. Staff is recommending that the planning commission approve the residential design review for the construction of a new home with an attached garage on the substandard riparian lot located at 5240 Oxford Street subject to the following conditions:

1. The project must be completed in accordance with the plans submitted as part of the Residential Design Review application. Any significant changes to these plans, as determined by city staff, will require review and approval by the Planning Commission.
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ATTACHMENTS

[Location Map](#)
[Application Materials](#)
[Public Comment](#)