



## CITY OF PACIFIC GROVE

300 FOREST AVENUE  
PACIFIC GROVE, CALIFORNIA 93950  
TELEPHONE (831) 648-3190 • FAX (831) 648-3184

### MINUTES OF REGULAR MEETING

#### ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, May 27, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

**1. CALL TO ORDER**

Meeting commenced at 6:05 p.m.

**2. ROLL CALL**

Architectural Review Board (ARB) members present:

Jeff Becom  
Darlene Billstrom  
Ken Hinshaw  
Doug Howe, Chair  
Wilda Northrop

ARB member absent:

Maryanne Larson Spradling, Vice Chair

Staff in attendance:

Chief Planner, Lynn Burgess  
Associate Planner, Tricia Wotan

**3. APPROVAL OF MINUTES**

Minutes from May 13, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ **On a motion by Howe/Northrop, the Board voted 5-0 to approve the May 13, 2008, ARB site review and regular hearing minutes, with one revision to the regular hearing minutes Item 13 e. to correct the spelling of Board Member Northrop's name.**

**4. COMMENTS FROM THE PUBLIC**

None.

**5. COMMUNICATIONS**

Chief Planner Burgess reported on the Record of Decision for the recent Administrative Architectural Approvals.

**6. WRITTEN CORRESPONDENCE**

Associate Planner Wotan reported on a letter received by the Community Development Department for the ARB, and the ARB responded.

**7. CITY COUNCIL ACTIONS**

Burgess reported.

**8. PLANNING COMMISSION ACTIONS**

Burgess reported.

**9. SUBCOMMITTEE REPORTS**

- a. Project Address 691 Laurel Avenue: Staff reported that a final subcommittee approval was granted for horizontal trim details at this address.

**10. ITEMS WITHDRAWN OR TABLED**

None.

**11. REQUESTS FOR CONTINUANCE**

None.

**12. CONSENT AGENDA**

No items were approved on the Consent Agenda.

**13. REGULAR AGENDA**

- a. **Project Address: 1240 Surf Avenue**

Architectural Approval Application No. 3754-08 for proposed exterior additions to an existing single-family dwelling.

Applicant: Ash R. Shoukry

CEQA Status: Mitigated Negative Declaration approved by ARB 05/13/08.

Staff reference: Senior Planner, Sarah Hardgrave

No applicant was present to present this item to the Board.

No public comment was received.

**→ On a motion by Billstrom/Becom, the Board voted 5-0 to continue this agenda item to the next ARB hearing on 06/10/08.**

**b. Project Address: 440 Crocker Avenue**

Architectural Approval Application No. 3713-07 for proposed remodel and addition to an existing single-family dwelling.

Applicant: Dennis Hodgin, Architect, for Charles Wilkinson

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Dennis Hodgin presented the project to and answered questions from the Board.

No public comment was received.

→ **On a motion by Becom/Hinshaw, the Board voted 5-0 to grant final architectural approval subject to subcommittee final approval (Hinshaw/Becom) of the following items:**

- ❖ **Windows - Utilize painted wood windows, with more substantial dimensions, such as where the bottom sash is wider than the side rails;**
- ❖ **Front window- Lower window to provide more space between window and roof;**
- ❖ **Roof- Utilize traditional cap and pan mission tiles; and,**
- ❖ **Railings- Provide slightly more detailed iron work for railings to match character of design.**

**Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

**c. Project Address: 412 Grove Acre Avenue**

Architectural Approval Application No. 3765-08 for proposed remodel and addition to an existing single-family dwelling and new detached garage.

Applicant: David Dwight, Holdren Lietzke Architects, for Bileci family

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Craig Holdren, architect, presented the project to and answered questions from the Board.

No public comment was received.

→ **On a motion by Billstrom/Becom, the Board voted 5-0 to grant conceptual architectural approval. Approval is based on the standard findings and conditions for approval of an architectural approval application.**

#### 14. REPORTS OF BOARDMEMBERS

- ❖ Board Member Becom reported on his observations of the new Administrative Architectural Approval hearing.
- ❖ Board Member Billstrom asked that the ARB be included in further joint hearings regarding revisions to the Historic Preservation Ordinance.

#### 15. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

- ❖ Burgess asked if the ARB desired to call-up any of the items noted on the Record of Decision for the Administrative Architectural Approvals. The Board did not desire to do so for any items.
- ❖ Burgess reported that there would be no hearing this Friday for Administrative Architectural Approvals since no such applications have been applied for recently.
- ❖ Burgess reported on letter sent to Canterbury Wood regarding their recent administrative architectural approval.

#### 16. ADJOURNMENT

**Note:** Copies of these minutes for the Architectural Review Board are available for review at the Community Development Department, 300 Forest Avenue, Pacific Grove.

THE CITY OF PACIFIC GROVE DOES NOT DISCRIMINATE AGAINST PERSONS WITH DISABILITIES. **THE CITY MANAGER'S CONFERENCE ROOM AND CITY COUNCIL CHAMBERS IN PACIFIC GROVE CITY HALL ARE ACCESSIBLE MEETING PLACES.** A LIMITED NUMBER OF DEVICES ARE AVAILABLE TO ASSIST THOSE WHO ARE HEARING IMPAIRED. IF YOU WOULD LIKE TO USE ONE OF THESE DEVICES, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT SECRETARY AT (831) 648-3190.

#### NOTICE TO APPLICANTS

Applicants or their representatives must be present at the meeting for which their item, **including those items on the Consent Agenda**, is scheduled. **If unable to attend, the applicant must submit a written request for continuance prior to the meeting. The item may be denied if continuance is not requested.**

Decisions rendered by the Architectural Review Board may be appealed to the Planning Commission using a form available at the Community Development Department. The appeal form, plus an appeal fee, must be filed with the Community Development Department within 10 days (5 days in the case of a single-family dwelling in an R-1 zone as considered under the terms of subsection F. of Section 23.73.040 of the Municipal Code) of the action or decision being appealed. Notwithstanding the time limit for appeal set out in the above section, the Planning Commission and the City Council shall always have until their next regularly scheduled meeting following Architectural Review Board action to decide to review such action. No building permit pertaining to an Architectural Review Board action may be issued until the appeal period has passed.

Applicants are requested to contact the Building Department for building permit requirements. No sign approved by the Architectural Review Board shall be painted, erected, or otherwise installed until the appeal period has passed. **Any proposed exterior changes from approved plans require Architectural Review Board review and approval.** There is a fee for design changes submitted after the architectural approval application has been granted final approval.

#### **STANDARD FINDING FOR APPROVAL OF AN ARCHITECTURAL APPROVAL APPLICATION**

The architecture and general appearance of the building(s) will be in keeping with the neighborhood and the completed project will not be detrimental to the orderly and harmonious development of the City nor impair the desirability of investment or occupation in the neighborhood.

#### **STANDARD CONDITIONS OF ARCHITECTURAL APPLICATION APPROVALS**

1. This approval shall be null and void if a building permit has not been applied for within one year from the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. All construction must occur in strict compliance with the proposal as set forth in the application(s) for permits, subject to any special conditions. Any deviation from the approved plans must be reviewed and approved by the staff and may require Architectural Review Board approval.
3. The terms and conditions shall be perpetual, and it is the intention of the Architectural Review Board and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.
4. Review by the Public Works Department is required prior to issuance of the building permit. The applicant shall obtain an encroachment permit from the Public Works Department before undertaking any work in the Public way and prior to issuance of the building permit.

#### **JUDICIAL TIME LIMITS**

This serves as written notice that Pacific Grove Municipal Code Section 1.20.010 incorporates Section 1094.6 of the Code of Civil Procedure of the State of California and provides a ninety-day limitation for judicial review of any final administrative decision by the council, or any board, commissioner, or officer of the city.