



**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, June 24, 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

Maryanne Larson Spradling, Vice Chair

Staff in attendance:

Associate Planner, Tricia Wotan

**3. APPROVAL OF MINUTES**

Minutes from June 10, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ **On a motion by Howe/Billstrom, the Board voted 6-0 to approve the June 10, 2008, ARB site review and regular hearing minutes.**

**4. COMMENTS FROM THE PUBLIC**

None.

**5. COMMUNICATIONS**

None.

**6. WRITTEN CORRESPONDENCE**

None.

**7. CITY COUNCIL ACTIONS**

None.

**8. PLANNING COMMISSION ACTIONS**

Staff reported.

**9. SUBCOMMITTEE REPORTS**

None.

**10. ADMINISTRATIVE ARCHITECTURAL APPROVALS**

Staff reported on the below item.

**a. Project Address: 339 Laurel Avenue**

Use Permit No. 2969-08 was approved on 06/13/08, subject to findings and conditions, for an addition to a single-family dwelling with non-conforming setbacks.

Administrative Architectural Approval No. 08-179 was approved on 06/13/08, subject to the standard findings and conditions, for a structural addition of less than 10% square-footage of the existing single-family dwelling.

(See "Record of Decision" on file with CDD for further details.)

**11. ITEMS WITHDRAWN OR TABLED**

None.

**12. REQUESTS FOR CONTINUANCE**

None.

**13. CONSENT AGENDA**

**Board members moved project address 1601 Sunset Drive to the Regular Agenda to hold a public hearing and discuss the item.**

**14. REGULAR AGENDA**

**a. Project Address: 1601 Sunset Drive**

Amendment to Architectural Approval Application No. 3539-06 for proposed exterior changes to an approved project for an existing single-family dwelling.

Applicant: Elizabeth Moore, architect, for the Cornell family

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Elizabeth Moore, architect, presented the project to and answered questions from the Board.

No public comment was received.

The Board requested that, prior to building department review, the architect revise the plans to include details stating the exact window type and materials to be utilized for the project.

→ **On a motion by Howe/Hinshaw, the Board voted 6-0 to grant final architectural approval conditioned upon the new window material being wood windows. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

BOARD MEMBER NORTHROP STEPPED DOWN PRIOR TO THE NEXT ITEM DUE TO OWNING PROPERTY WITHIN 500 FEET OF THE ITEM TO BE CONSIDERED.

**b. Project Address: 322 Central Avenue (HRI)**

Architectural Approval Application No. 3451-05 for proposed two-story addition to an existing two-story, single-family dwelling that is listed on the City's Historic Resources Inventory. A Historic Preservation Permit was granted for this project at the 11/13/07 ARB hearing.

Applicant: Ted Larson, architect, for the Arroyo family

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Ted Larson, architect, presented the project to and answered questions from the Board.

No public comment was received.

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

BOARD MEMBER NORTHROP RETURNED TO THE BOARD.

**c. Project Address: 510 Carmel Avenue**

Architectural Approval Application No. 3781-08 for proposed exterior alterations and remodel of a single-family dwelling. This project is continued from the June 10, 2008 ARB hearing.

Applicant: Terry Maddox, architect, for Schaffer family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Terry Maddox, designer, and Donna Schaffer, owner, presented the project to and answered questions from the Board.

No public comment was received.

**→ On a motion by Hinshaw/Northrop, the Board voted 6-0 to refer the project back to the applicant for further study and continued this agenda item, pending revised plans, to the next ARB hearing on 07/08/08.**

**15. REPORTS OF BOARDMEMBERS**

Board Member Billstrom reported on the Historic Resources Committee subcommittee progress related to revisions for the Historic Preservation Ordinance.

**16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT**

No report was given.

**17. ADJOURNMENT**

The meeting was adjourned at 7:05 p.m.

**Note:** Materials regarding meeting agendas and 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.

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**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**

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.

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.

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.

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.