



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, JULY 8, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

Meeting commenced at 6:10 p.m.

2. ROLL CALL

Architectural Review Board (ARB) members present:

Jeff Becom

Darlene Billstrom

Ken Hinshaw

Wilda Northrop

Maryanne Larson Spradling, Vice Chair (Acting Chair for this hearing)

ARB member absent: Doug Howe, Chair

Staff in attendance:

Chief Planner, Lynn Burgess

Senior Planner, Sarah Hardgrave

Associate Planner, Tricia Wotan

3. APPROVAL OF MINUTES

Minutes from June 24, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ **On a motion by Billstrom/Northrop, the Board voted 5-0 to approve the June 24, 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

- a. Project Address 412 Grove Acre: Staff reported that a final subcommittee approval was granted for window details at this address.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

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

The following project addresses received administrative architectural approvals at the 06/27/08 administrative architectural review hearing, and were reported to the Board and read into the record:

- 400 Pine Avenue,
- 228 7th Street,
- 180 Lighthouse Avenue, and,
- 1277 Adobe Lane.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

None.

13. CONSENT AGENDA

No items were on or moved to the Consent Agenda.

14. REGULAR AGENDA

- a. **Project Address: 845 Ocean View Boulevard**

Architectural Approval Application No. 3795-08 for proposed roofing material change to a single-family dwelling

Applicant: Karl Tunis, Knox Roofing, for Martin Kuwamoto

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

No public comment was received.

→ **On a motion by Hinshaw/Billstrom, 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.**

b. Project Address: 950 Balboa Avenue

Architectural Approval Application No. 3778-08 for proposed remodel and addition to convert an existing accessory structure to a single-family dwelling located at 950 Balboa (proposed address) on an existing legal lot of record.

Applicant: Phoebe Richburg, architect, on behalf of Miriam Wilson

CEQA status: Pursuant to CEQA, an Initial Study and Mitigated Negative Declaration have been prepared and were filed with the Monterey County Clerk on June 13, 2008.

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action on both the Mitigated Negative Declaration and the Architectural Approval Application.

Hardgrave provided a brief staff report.

Phoebe Richburg presented the project to and answered questions from the Board. No further public comment was received.

→ **On a motion by Billstrom/Spradling, the Board voted 5-0 to approve the Mitigated Negative Declaration for this project with all recommended findings and conditions.**

→ **On a motion by Hinshaw/Billstrom, the Board voted 5-0 to grant final architectural approval subject to subcommittee review (Hinshaw/Billstrom) of the window details. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

c. Project Address: 345 Seventeen Mile Drive

Architectural Approval Application No. 3755-08 for proposed remodel and additions to an existing single-family dwelling.

Applicant: Teri Takikawa, residential designer, on behalf of Tom and Lynn Gunter

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action.

Teri Takikawa presented the project to and answered questions from the Board.

Public Comment:

Dan Miller commented about permeable surfaces from his prior experience as a Planning Commissioner.

→ **On a motion by Billstrom/Northrop, the Board voted 5-0 to grant final approval subject to subcommittee review (Becom/Hinshaw) of the garage details, chimney treatment, window details, and the removal of stonework from the porch. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

d. 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, and June 24, 2008, ARB hearings.

Applicant: Terry Maddox, architect, for Schaffer family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Terry Maddox presented the project to and answered questions from the Board. No further public comment was received.

→ **On a motion by Becom/Hinshaw, 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.**

e. Project Address: 865 Seventeen Mile Drive

Architectural Approval Application No. 3770-08 for proposed one-story addition to an existing single-family dwelling.

Applicant: Bob McIntyre, architect, for Terry Cox

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended Action: Discuss and take appropriate action.

Wotan gave a brief staff report that included the recommendation for a special condition of approval.

Bob McIntyre presented the project to and answered questions from the Board.

Public Comment:

Dan Miller spoke in opposition to the project.

→ **On a motion by Becom/Hinshaw, the Board voted 5-0 to grant final architectural approval subject to the following additional condition: The off-street covered parking space (garage) must be maintained with an unobstructed conforming garage interior dimension of 9 feet wide by 20 feet in length. No parking shall be removed as a result of this project.**

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

15. REPORTS OF BOARDMEMBERS

Board Member Billstrom discussed Heritage Society business.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

No report was given.

17. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Note: Minutes or copies of previous meeting 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.