



CITY OF PACIFIC GROVE

300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
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MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, JULY 22, 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:

Lynn Burgess, Chief Planner

Sarah Hardgrave, Senior Planner

Tricia Wotan, Associate Planner

3. APPROVAL OF MINUTES

Minutes from July 8, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ **On a motion by Spradling/Becom, the Board voted 6-0 to approve the July 8, 2008, ARB site review and regular hearing minutes with a revised Board Roll Call to reflect Chairman Howe's absence.**

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

None.

6. WRITTEN CORRESPONDENCE

None.

7. CITY COUNCIL ACTIONS

None.

8. PLANNING COMMISSION ACTIONS

None.

9. SUBCOMMITTEE REPORTS

- ❖ **950 Balboa Avenue:** Gretchen Flescher, architect, requested further clarification from the Board regarding their July 8, 2008 approval of Architectural Approval No. 3778-08 for this property. The Board clarified that their prior action on this item included direction to use a traditional window design and traditional dimensioning of the window elements.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

None.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

None.

13. CONSENT AGENDA

No items were placed on the Consent Agenda.

14. REGULAR AGENDA**a. Project Address: 401 Eardley Avenue**

Architectural Approval Application No. 3783-08 for proposed exterior alterations to an existing single-family residence.

Applicant: Manuel DeMaria, contractor, for Scoto family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

No project representative was in attendance to present the project to and answer questions from the Board. As a result, this item must be continued to the next regularly scheduled meeting.

→ On a motion by Billstrom/Hinshaw, the Board voted 6-0 to continue this item to the next ARB hearing on 08/12/08.

b. Project Address: 352 Bishop Avenue

Architectural Approval Application No. 3798-08 for proposed window and door changes to an existing single-family dwelling.

Applicant: Marc Randolph

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

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

→ On a motion by Becom/Northrop, the Board voted 6-0 to grant final architectural approval based on ARB Guideline No. 34 and ARB Window Guideline No. 3, provided that 1) the existing side slider windows shall be replaced with double-hung windows, 2) none of the new windows shall have false muntins, and 3) any divided lights shall be “true” divided lights. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

c. Project Address: 311 6th Street

Architectural Approval Application No. 3757-08 for proposed one-story remodel and addition to an existing single-family dwelling.

Applicant: Rick Steres, architect, on behalf of the Burgess family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Rick Steres and Bob Burgess presented the project to and answered questions from the Board.

Public Comment: Tracy Achman, neighbor, inquired about landscaping in the rear yard.

→ On a motion by Billstrom/Northrop, the Board voted 6-0 to grant final architectural approval based on ARB Guideline No. 28, provided that the windows in the window boxes are recessed from the window box trim. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

15. REPORTS OF BOARDMEMBERS

None.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Chief Planner Lynn Burgess handed out a summary of three project approval guidelines for use by the ARB that 1) further defines the need for citing of ARB Guidelines to support decisions rendered, 2) when the ARB proposes to use a subcommittee, directs

that the ARB's delegation needs to be specific as to the approved design that the subcommittee will review, and 3) identifies the agenda item "Subcommittee Reports" to be utilized for applicants to obtain further clarification of a previously approved ARB item. The Board stated that in the future, they will consider adding to their final approvals, which include the use of a subcommittee, a 30-day submittal deadline of the final details to the Community Development Department (CDD) for subcommittee review, and if the applicant does not submit the required materials to CDD by the specified date, the project would need to come back to the full ARB for final sign-off.

17. ADJOURNMENT

The meeting was adjourned at 7:10 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.

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.