

**PROPOSED ENHANCEMENTS TO PUBLIC NOTICING PROCEDURES
PRESENTED BY THE PLANNING COMMISSION
TO THE PUBLIC ON SEPTEMBER 7, 2006**

I. PROPOSED FORMAT AND MAILING PROCEDURES FOR LEGAL NOTICES

1. Revise the format for the standard legal notice, also known as the Notice of Public Hearing. One version, *Attachment A*, will be mailed to residents. A second version, *Attachment B*, will be posted at the subject property.
2. The radius for mailing legal notices shall be 300 feet with the following exception. For projects in the Asilomar Dunes neighborhood, as delineated in the Land Use Plan of the Local Coastal Program, the mailing radius shall be 350 feet.
3. Additional noticing shall be considered by the Planning Commission for projects with more than 7,000 square feet of floor area

II. PROPOSED PROCEDURES FOR PUBLISHING AND POSTING LEGAL NOTICES

1. Continue publishing notices in the legal section of the newspaper at least ten days in advance of the public hearing at which an application will be considered. Consolidate items for the same meeting into one notice and include the City seal. The design of these notices will continue unchanged.
2. As a courtesy, post all vital information from the notices in agenda form on the City of Pacific Grove website. After the hearings, leave agendas on the website for no less than two years.
3. Continue posting courtesy copies of notices and agendas at the Pacific Grove Public Library.
4. Continue posting agendas on the exterior City Hall bulletin board.
5. Upon request, send courtesy notices and/or agendas by mail or e-mail at no cost to the recipient. Post this policy on the agenda section of the City of Pacific Grove web site.
6. For projects requiring a use permit, variance, other application for exceptions, or for land division applications, the following posting procedure shall be followed:
 - A. The applicant shall post the subject property at least ten days in advance of the hearing.
 - B. The posting shall consist of the two following elements, each on a separate sheet of 11x17-inch bright yellow paper. 1) A copy of the Notice of Public Hearing (Attachment B version). 2) The most affected elevation of the project.
 - C. The following wording shall be included across the bottom of the project elevation: This is a preliminary drawing and therefore subject to change. Contact

the Pacific Grove Community Development Department at 300 Forest Avenue (831-648-3190) if you would like to review the plans and latest information on this project.

- D. The two sheets shall be laminated and secured side by side to a signboard available from the Community Development Department. A refundable security deposit equal to the replacement cost of the signboard and frame may be charged by the city.
 - E. One of these signboards with the public notice and drawings of the project (if applicable) shall be posted by the applicant or property owner on each street frontage of the subject site within three feet of the property line in a place that is visible from the street and sidewalk. The signboards and notice(s) shall be removed when the appeal period has closed.
 - F. The applicant shall maintain the notice(s) in good condition until the appeal period is over and return the signboard to the Community Development Department.
7. Include the following in the submittal checklist for all applications: "Owners and applicants are encouraged to contact adjacent property owners and discuss the proposed project with them."

III. PROPOSED USE OF NETTING AS A FORM OF PUBLIC NOTICE AND TOOL FOR DISCRETIONARY REVIEW

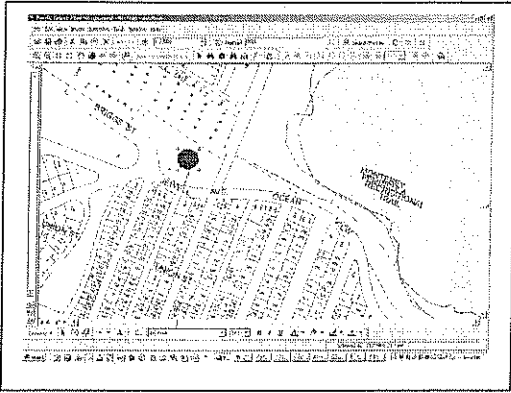
All proposed new construction and additions to existing structures that require discretionary review by the Architectural Review Board, Planning Commission, or City Council shall be mocked up on the subject property in the following manner:

1. The proposed ridgelines and exterior wall lines of such projects shall be delineated with international orange netting supported by poles or other appropriate materials. Netting shall be a minimum of one foot in width.
2. The netting and supports shall accurately reflect the extent of the proposed project as well as its position on the site. A pole and flag shall indicate the chimney height. New or modified architectural details such as windows, doors, or small gables need not be indicated by netting. Changes to materials also are exempt.
3. Netting shall be in place at the time the public notice or notices are posted. If a project requires environmental review, netting shall be in place before the *public* review period begins. Netting shall remain in place until all appeal and call-up periods have ended.
4. Netting and its supports shall be kept in an accurate, well-maintained, and safe condition until the end of the appeal period, or as long as they remain in place.
5. If trees or branches are proposed for removal as part of a project, they shall have fluorescent pink or red flagging ribbon tied around their most visible portion. This ribbon shall be in place by the time the notice or notices are posted and shall remain in place until the end of the appeal period.

6. A site plan that shows the roof plan of the proposed building(s) as well as the location of poles, netting, and tree locations shall be submitted to the Community Development Department as soon as the posting and netting is in place. Trees proposed for removal or trimming shall be clearly marked.
7. In rare cases where the size or position of a proposed project renders this netting procedure infeasible, applicants may seek relief and directions for effective alternatives from the Planning Commission. These alternatives may include broader mailings of public notices, additional newspaper ads, public forums, photomontages, flagging, a combination of the above or other methods.
8. EXCEPTIONS: Proposed netting procedures will not apply to projects deemed eligible for administrative approval by the Community Development Director nor affect projects that are exempt from discretionary review. Refer to Section 23.73.040 of the Pacific Grove Municipal Code for these exceptions.

These measures shall be reviewed annually by the Planning Commission.

Agenda Item No. **6D**
Planning Commission
6D 6A



Site Location:

650 Jewell Avenue
Pacific Grove

Nearest Cross Streets:

Intersection of Briggs,
Jewell Avenue and 19th Street

Applications.

Use Permit App. No. 06-0001
Variance App. No. 1385-06
Tree Permit App. No. CDD 11119

Dear Property Owner or Tenant:

This is to inform you of a request for a use permit to establish a senior housing facility in your neighborhood. A setback variance has been requested, as well as removal of two Monterey pine trees from the site.

A public hearing concerning these applications is currently scheduled before the City of Pacific Grove **Planning Commission** for **Thursday, March 16, 2006** at the City Council Chambers, located at 300 Forest Avenue, Pacific Grove, commencing at 6:00 p.m. Please call the staff or applicant contact as soon as possible if you would like to learn more or provide input about this request.

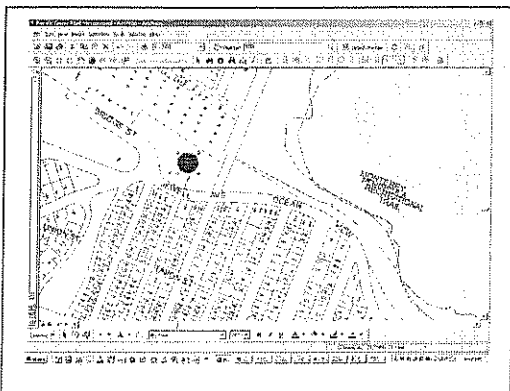
Staff Contact:

Jon Biggs
(831) 648-3190

Applicant Representative:

Bill Foster, Architect
(831) 375-4868

For information on the status of this hearing, or to view application materials, call (831) 648-3190 or visit our website at www.ci.pg.ca.us and visit the Planning Commission page under "City Hall," "Boards and Commissions." You can also visit the Community Development Department in person to view the plans (address and phone number on reverse). Call in advance if you wish to speak with the staff contact in person concerning this project.



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Pacific Grove

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City of Pacific Grove
 Community Development Department
 300 Forest Avenue
 Pacific Grove, CA 93950
 (831) 648-3190

Agenda Item No. **6D**
 Planning Commission
 Affix \$3.39
 Domestic Postage **6D**
 (If international, go to www.usps.com to compute postage)
 CONTINUED FROM PC MTG OF 6/22/06

Occupant
 649 JEWELL AVE
 PACIFIC GROVE, CA 93950



City of Pacific Grove
 Community Development Department
 300 Forest Avenue
 Pacific Grove, CA 93950
 (831) 648-3190

Affix
 \$3.39
 Domestic Postage
 (If international, go to www.usps.com to compute postage)

Owner of APN: 006-152-001
 AMARAL, JOSE & MARY TR
 PO BOX 702
 SEASIDE CA 93955-0702

STAKING AND NETTING GUIDELINES

CONTINUED FROM PC MTG OF 6/22/06

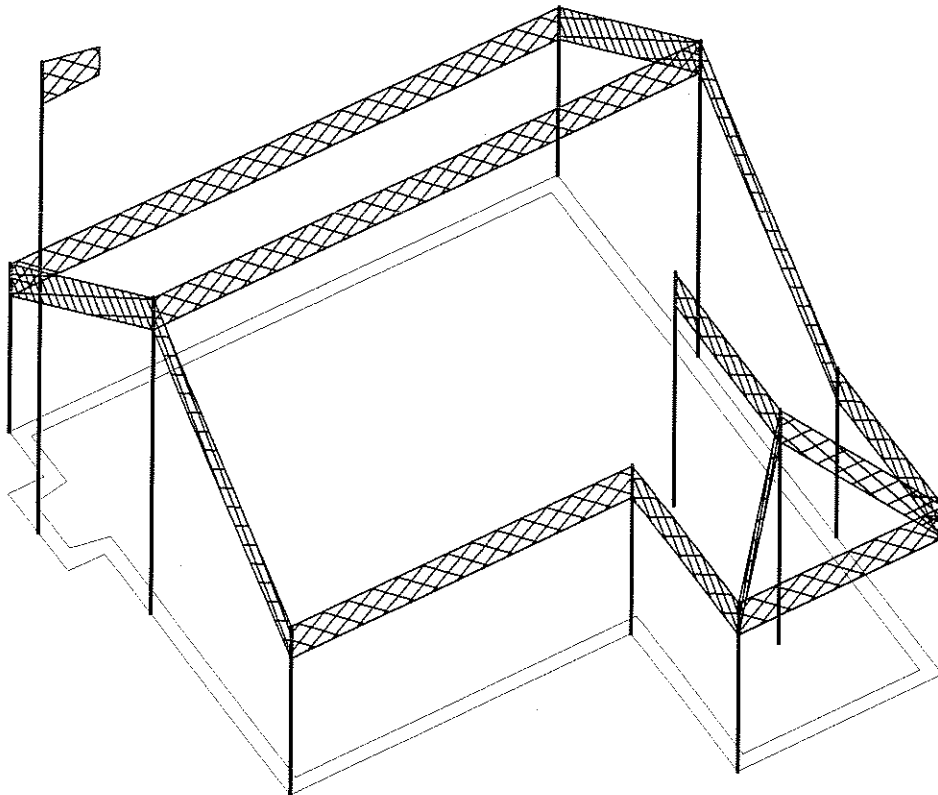
The rooflines, including dominant ridgeline(s), of the proposed building must be represented by netting of two feet (2') wide snow fence made of orange color woven plastic. This netting must be securely supported by wood or metal stakes to accurately represent the height and outline of the building.

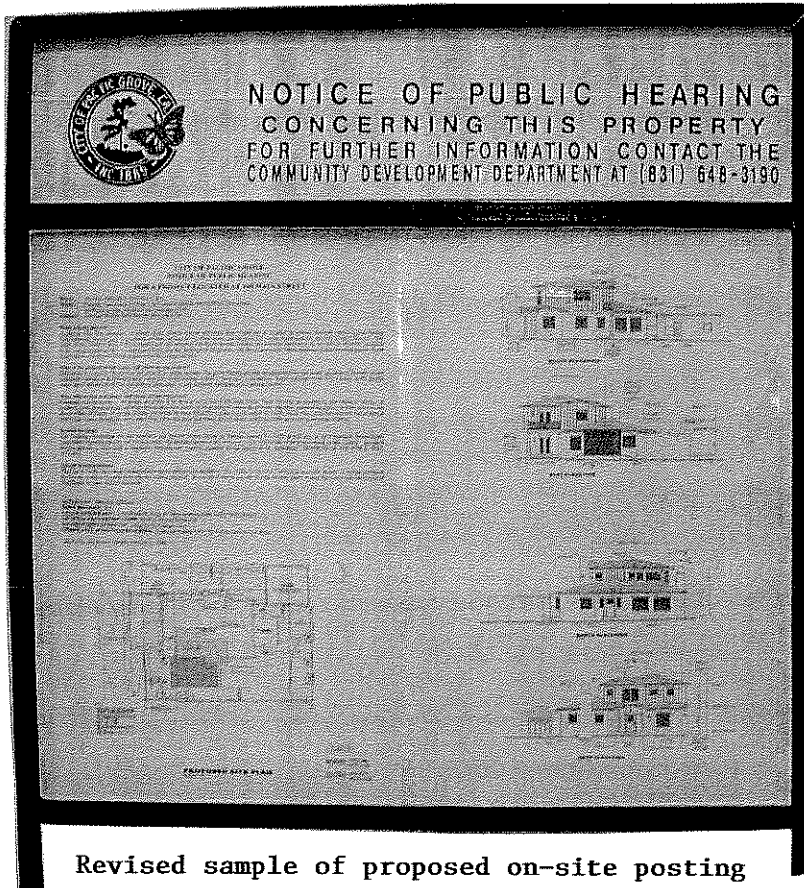
Each chimney's actual height will be represented by a single wood or metal stake properly supported. A two by two (2'x2') flag of the same material shall mark the highest point of the chimney.

RECEIVED

JUN 22 2006

COMMUNITY DEV. DEPT.







AIA Monterey Bay
A Chapter of The American Institute of Architects

Agenda Item No. 6D
Planning Commission

July 19, 2006

Pacific Grove Planning Commission
City of Pacific Grove
300 Forest Ave.
Pacific Grove, CA 93950

Re: Proposed *Staking and Netting Guidelines*

Dear Planning Commissioners,

The Board of the American Institute of Architects, Monterey Bay Chapter (AIA MB) has reviewed the proposed *Staking and Netting Guidelines*. We understand the reasoning for standardizing the procedure and materials used for staking and netting. This will provide a consistent appearance for projects requiring this representation.

However, we disagree with requiring every project to be mocked up with netting for the following reasons:

There is certainly a cost associated with netting projects and on a small project an extra \$1000 to \$3000 can be critical.

Many small projects in Pacific Grove are done by Owner/Builders who do not have the money or resources to mock up a project with netting.

The ARB, Planning Commission and City Council have the discretion to require any project before them to provide staking and netting. This discretion allows them to address public concern and/or their own concerns regarding a project.

The proposed noticing requirements and strong suggestion for interface with neighbors will resolve many, if not most issues with remodels and additions and even many new projects.

We suggest that the *Staking and Netting Guidelines, Part III*, first paragraph, be changed to read:

"Proposed new construction and additions to existing structures requiring discretionary review by the Architectural Review Board, Planning Commission or City Council may be required, by any of these bodies, to be mocked up on the subject property in the following manner: "

Please consider this change to the proposed Guidelines. It will reduce undue expense on many projects while retaining the discretion to address specific projects or concerns.

Sincerely,

Dan Fletcher, AIA
Vice-President, AIA MB
Past Planning Commission Chair
City of Pacific Grove

Distribution-Planning Commission Packet/Agenda:

- CDD Director re PC meeting of 7/12/06
 PC Members Planners
 Library CDD Public Info Binder
 Owner Applicant Appellant

Name: _____

RECEIVED

JUL 20 2006

COMMUNITY DEV. DEPT.



JEANNE C. BYRNE, FAIA
ARCHITECTS

Distribution-Planning Commission Packet/Agenda:

- CDD Director re PC meeting of 7/12/06
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- Owner Applicant Appellant

Name: _____

July 19, 2006

Planning Commission
City of Pacific Grove

Re: Staking and Netting Guidelines

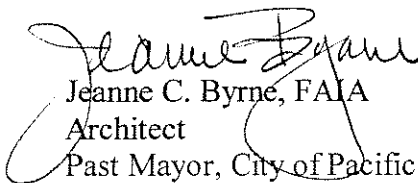
Dear Planning Commissioners,

The Staking and Netting Guidelines proposing that every project reviewed by ARB, Planning Commission or City Council be required to be mocked up with netting exceeds any reasonable approach to reviewing projects. Pacific Grove has an abundance of small projects and projects that are welcomed by neighbors. To add the extra \$1000 to \$3000 to some of these projects is an unwarranted financial impact. It is one more expense on top of the several permit fee increases and submittal requirements that continue to drive home owners and families out of our community. It contributes to making this a town where only well-to-do individuals and second home owners can afford to locate and creates an "exclusive" community that perhaps benefits those proposing these kinds of regulations.

The ARB, Planning Commission and City Council have the authority to require staking and netting on projects that come before them. It would be more reasonable to require this only on projects that they identify as having concerns. The Staking and Netting Guidelines, Part III should be changed to "as required" instead of "all".

The requirements for how a project should be staked and netted, when deemed necessary, is appropriate as it is clear and will make such applications consistent. However, to make this a requirement for all projects is not in the best interests of our community.

Sincerely,


 Jeanne C. Byrne, FAIA
 Architect
 Past Mayor, City of Pacific Grove

**DENNIS
HODGIN
AIA
ARCHITECTS**
ARCHITECTURE
AND PLANNING
9699 BLUE LARKSPUR LANE, STE 101
MONTEREY, CA 93940
831.655.1024 FAX 831.655.1354
WWW.DHAIA.COM

Distribution-Planning Commission Packet/Agenda:

- CDD Director re PC meeting of 7/20/06
- PC Members Planners
- Library CDD Public Info Binder
- Owner Applicant Appellant

Name: _____

July 20, 2006

RECEIVED

Planning Commission
City of Pacific Grove

JUL 20 2006

Re: Revised Flagging Ordinance

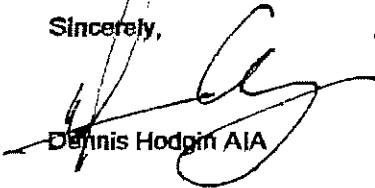
COMMUNITY DEV. DEPT.

Dear Commissioners,

There has been much discussion among my peers about requiring more flagging of projects in the City of Pacific Grove. It is my shared opinion that the ordinances in place that relate to this issue are adequate. It is an expensive and time-consuming requirement and should be considered only as necessary on a case-by-case basis.

Please consider that you have competent staff to determine and apply the mechanisms in place to require flagging when it is really needed to evaluate a project's impact.

Sincerely,



Dennis Hodgin AIA