



CITY OF PACIFIC GROVE
COMMUNITY DEVELOPMENT DEPARTMENT
300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
TELEPHONE (831) 648-3190
FAX (831) 648-3184

CITY OF PACIFIC GROVE
PLANNING COMMISSION

AGENDA

February 8, 2007
6:00 p.m.
Council Chambers, Pacific Grove City Hall
300 Forest Avenue, Pacific Grove, California

NOTE: The Planning Commission will also meet in a plan and site review session on Tuesday, February 6, 2007 at 4:00 p.m. in the Community Development Department Conference Room, 300 Forest Avenue, Pacific Grove, California. The limited purposes of this session are (1) to visit the site of project(s) listed on this agenda and (2) to allow staff to respond to Commissioner inquiries regarding factual aspects of the applications. **THE PLAN AND SITE REVIEW IS AN OPEN MEETING. MEMBERS OF THE PUBLIC MAY ATTEND.** Transportation for members of the public will not be provided to the location(s) of the site visit(s).

Copies of the Planning Commission Agenda Packet are available for review at the Pacific Grove Public Library and the Community Development Department.

Planning Commission Members: Linda Smith Bailey, Bob Davis, Steven MacDonald, Dan Miller, Eric Miller (Vice Chair), Craig Riddell (Chair), Gary Sprader

1. **ROLL CALL**
2. **MINUTES**
 - Minutes of the site review meeting of January 16, 2007;
 - Minutes of the regular meeting of January 18, 2007.
3. **COMMENTS FROM THE PUBLIC**

(Comments from the audience will not receive Commission action. Comments may concern matters either on or not on the agenda, but must deal with matters subject to the jurisdiction of

the Planning Commission. Comments will be limited to three minutes. Comments concerning matters set for public hearing on this evening's agenda will not be heard until the public hearing is called.)

4. ELECTION OF OFFICERS

5. ITEMS TO BE CONTINUED OR WITHDRAWN

6. CONSENT AGENDA

7. REGULAR AGENDA

7.A A public hearing to consider Use Permit Application No. 2921-06
PROJECT ADDRESS: 233 Crocker Avenue
APPLICANT: Glenn E. Warner, Architect
PROJECT DESCRIPTION: Convert a storage room in a detached accessory building to a bedroom with a full bathroom. Use permit approval is required because the project adds a sink and plumbing trap that is remote from the kitchen in the single-family dwelling. (Staff: Jon Biggs) [Continued from 1/4/07; in the interim a new Notice of Public Hearing was published, posted and mailed to more accurately reflect the changes to the project]

7.B A public hearing to consider Use Permit Application No. 2934-06
PROJECT ADDRESS: 403 Willow Street
APPLICANT: Solartecture; Robert Gunn, Architect
PROJECT DESCRIPTION: Proposed conversion of a detached single-car garage to a detached bedroom with full bath. (Staff: Sheree Garcia)

7.C RECEIVE THE 2006 AFFORDABLE HOUSING MONITORING PROGRAM REPORT.

7.D DISCUSSION ON HOW AND IF BRICKS, PAVERS, TURF BLOCK, AND LIKE MATERIALS WILL BE COUNTED TOWARDS LOT COVERAGE ON A SITE. (Agendized at the request of Chairman Riddell)

8. CITY COUNCIL ACTIONS

9. ARCHITECTURAL REVIEW BOARD ACTIONS

- Receive the Minutes of the January 23, 2007 site review meeting of the Architectural Review Board.
- Receive the Minutes of the January 23, 2007 regular meeting of the Architectural Review Board.

10. HISTORIC RESOURCES COMMITTEE ACTIONS

11. CORRESPONDENCE

12. COMMITTEE REPORTS

13. REPORTS OF COMMISSIONERS

Commissioners may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, the Commission may provide a referral to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning a City matter or direct staff to place a request to agendaize a matter of business on a future agenda (G.C. 54954.2).

14. REPORTS OF COMMUNITY DEVELOPMENT DIRECTOR

15. ADJOURNMENT

NOTE: PLEASE NOTE THAT SECTION 65009(B)(2) OF THE CALIFORNIA GOVERNMENT CODE PROVIDES THAT LEGAL CHALLENGES TO THE CITY'S ACTION ON A PROJECT MAY BE LIMITED TO ONLY THOSE ISSUES RAISED IN TESTIMONY DURING THE PUBLIC HEARING PROCESS.

THE PLANNING COMMISSION WILL NOT CONSIDER ANY NEW ITEMS AFTER 9:00 P.M. ANY ITEMS REMAINING ON THE AGENDA WILL BE CONTINUED EITHER TO THE NEXT REGULAR MEETING OR A SPECIAL MEETING AT THE DISCRETION OF THE PLANNING COMMISSION.

THE CITY OF PACIFIC GROVE DOES NOT DISCRIMINATE AGAINST PERSONS WITH DISABILITIES. THE COUNCIL CHAMBERS AT THE PACIFIC GROVE CITY HALL IS AN ACCESSIBLE FACILITY. 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

I. SITE REVIEW

If the project, at the time of the site review, is not visible without entering a structure or yard area, the applicant must be present or make arrangements to show the project area.

II. APPEARANCE BY APPLICANT OR REPRESENTATIVE

The applicant or his/her representative must be present at the public hearing meeting for which the item is scheduled. If unable to attend, the applicant must submit a written request for continuance prior to the meeting. **The Commission may deny an item if the applicant or representative is not present and if a continuance is not requested.**

III. SUBMITTAL OF WRITTEN COMMUNICATIONS

In order to receive due consideration by the Planning Commission, written communications pertaining to agenda items should be submitted to the Community Development Department by 12:00 noon on the Tuesday prior to the meeting. Materials submitted subsequent to that time, or directly to the Commission at the meeting, may, at the Commission's discretion, result in a continuance of the item.

IV. APPEALS AND APPEAL PERIOD

Decisions rendered by the Planning Commission may be appealed to the City Council using a form available at the Community Development Department. An appeal using this appeal form plus an appeal fee must be filed with the Community Development Department within 10 days of the action being appealed.

NOTE: The aforementioned appeal period notwithstanding, the City Council reserves the right to call up for review Planning Commission decisions until its next regularly scheduled meeting. Please check with the staff if you have any questions about this.

V. BUILDING PERMIT

Planning Commission approval of an application does not constitute an approval to do any construction without a building permit. Please contact the Building Division at 648-3183 for information about building permits.

No building permit pertaining to a Planning Commission action may be issued until the 10-day appeal period and the City Council's call up period has passed.

VI. EFFECTIVE DATE OF ENTITLEMENT

PLEASE NOTE THAT YOUR USE PERMIT/VARIANCE DOES NOT BECOME EFFECTIVE AND **THEREFORE** NEITHER A BUILDING PERMIT NOR OCCUPANCY CERTIFICATE MAY BE ISSUED UNTIL THE RESOLUTION GRANTING THE USE PERMIT/VARIANCE HAS BEEN SIGNED BY THE APPLICANT AND PROPERTY OWNER. THIS RESOLUTION WILL BE MAILED TO THE APPLICANT FOLLOWING THE PLANNING COMMISSION ACTION.

VII. 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.

**CITY OF PACIFIC GROVE
PLANNING COMMISSION**

SITE REVIEW MINUTES

January 16, 2007

4:00 p.m.

Community Development Department Conference Room

Commissioners Present: Bob Davis, Craig Riddell, Gary Sprader

Commissioners Absent: Linda Bailey, Steven MacDonald, Dan Miller, Eric Miller

Staff: Jon Biggs, Sheree Garcia

No meeting was held due to lack of a quorum. Staff presented the following projects to the Commissioners who were present:

Gary Sprader stepped down concerning 227 Willow Street but remained in the room, noting that he intended to speak to the item at the regular meeting as a member of the public.

227 Willow Street APPLICANT: David Prew
PROJECT DESCRIPTION: The Planning Commission has called up the Architectural Review Board's final approval of proposed first and second-story additions to a one-story single-family dwelling that is included on the City's Historic Resources Inventory. (Staff: Sheree Garcia) [Cont. from 1/4/07]

Staff presented changes since the last hearing.

1021 David Avenue APPLICANTS: Aengus L. Jeffers and Pamela Silkwood, attorneys with the law firm of Horan, Lloyd, Karachale, Dyer, Schwarts, Law and Cook, representing Property Owners Dean and Barbara Griggs
PROJECT DESCRIPTION: A proposed amendment to Chapter 2, Land Use, of the Pacific Grove General Plan which changes the land use designation of the site from Neighborhood Commercial (NC) to Medium Density Residential (MDR) and amends the Pacific Grove Land Use Map to reflect the change in the land use designation. The proposed change to the land use designation will permit the consideration of single-family residential development; however, the development of single-family dwellings will be subject to compliance with the land use regulations of the City of Pacific Grove and subject to review and approval by the Pacific Grove Architectural Review Board. (Staff: Jon Biggs) [Cont. from 1/4/07]

No new information to report.

No sites were visited.

Jon Biggs, Secretary

CITY OF PACIFIC GROVE
PLANNING COMMISSION

MINUTES

January 18, 2007

Tape 07-02

6:00 p.m.

Council Chambers, Pacific Grove City Hall

1. **ROLL CALL**

Roll Call

Present: Linda Bailey, Bob Davis, Steven MacDonald, Dan Miller,
Craig Riddell (Chair), Gary Sprader

Absent: Eric Miller (Vice Chair)

Staff: Jon Biggs, Sheree Garcia

2. **MINUTES**

On a motion by Linda Bailey-Bob Davis, the Commission voted 6-0 to
approve the following minutes:

**Minutes
Approved
with
corrections**

- Minutes of the special site review meeting of January 4, 2007;
- Minutes of the regular meeting of January 4, 2007, with the following corrections to items 6.B, 6.D, and 6.E:

6.B (233 Crocker Avenue), "Speakers," is modified as follows:

Speakers:

- Glenn E. Warner, project architect, presented ~~the proposed changes to the project and noted that he would be withdrawing the application and submitting a revised project.~~

6.D (1219 Forest Avenue), the Planning Commission's direction to the Architectural Review Board, is modified as follows:

The design of the screen walls should have a better integration with the architecture of the building. ~~This can be achieved by providing four walls to the enclosure, pulling the walls back from the exterior wall of the building, and some form of detailing that finishes the top of the walls of the enclosure.~~

6.E (1021 David Avenue), disclosure of pre-hearing conversations with the applicant, is modified as follows:

The following commissioners disclosed ~~discussions~~ brief calls with Mr. Griggs prior to the meeting during which they indicated that the regular meeting of the Planning Commission was the proper forum to discuss the project: Linda Bailey, Steven MacDonald.

3. COMMENTS FROM THE PUBLIC

Councilman Dan Davis addressed the Commission and shared that he had been appointed the Council liaison to the Planning Commission.

**Public
Comment**

4. REQUESTS FOR CONTINUANCE OR WITHDRAWAL

None.

**Continuances/
Withdrawals**

5. CONSENT AGENDA

None.

**Consent
Agenda**

6. REGULAR AGENDA

COMMISSIONER SPRADER STEPPED DOWN ON ITEM 6.A. DUE TO A FINANCIAL CONFLICT OF INTEREST BUT REMAINED IN THE ROOM SO THAT HE MIGHT SPEAK AS A PRIVATE CITIZEN.

6.A A public hearing to consider Architectural Approval Application No. 3592-06
PROJECT ADDRESS: **227 Willow Street**
APPLICANT: David Prew
PROJECT DESCRIPTION: The Planning Commission has called up the Architectural Review Board's final approval of proposed first and second-story additions to a one-story single-family dwelling that is included on the City's Historic Resources Inventory. (Staff: Sheree Garcia) [Continued from 1/4/07]

**AA 3592-06
(Call-up by PC)
Approved
subject to
Subcommittee
Approval of
West Elevation**

The Chairman re-opened the public hearing.

Correspondence:

- Letter dated 1/15/07 from owners Bruce & Elizabeth Fryman, in support.

Speakers:

- David Prew, designer, presented changes to the project since the last hearing.

- Gary Sprader stated that he like the changes but expressed concern with the bump-out on Laurel Avenue side that he feels results in a loss of historic character -- can't tell where the old house ends on left-hand side (west elevation). Would like to see a greater distinction between old and new.
- Bruce Fryman, owner, spoke in support of the project.

There being no further speakers, the Chairman closed the public hearing.

The Commissioners deliberated and expressed their individual observations concerning the project.

On a motion by Linda Bailey-Steven MacDonald, the Commission voted 4-1 (Craig Riddell voted no) to **grant Architectural Approval Application No. 3592-06 (Final)** based on the standard finding for architectural approval and subject to subcommittee approval of the west elevation. (Subcommittee: Linda Bailey and Steven MacDonald)

COMMISSIONER SPRADER RETURNED TO HIS SEAT.

- 6.B** A public hearing to consider (1) Proposed Mitigated Negative Declaration and Mitigation Monitoring Program; (2) General Plan Amendment Application No. 06-01
PROJECT ADDRESS: 1021 David Avenue
APPLICANTS: Aengus L. Jeffers and Pamela Silkwood, attorneys with the law firm of Horan, Lloyd, Karachale, Dyer, Schwartz, Law and Cook, representing Property Owners Dean and Barbara Griggs
PROJECT DESCRIPTION: A proposed amendment to Chapter 2, Land Use, of the Pacific Grove General Plan which changes the land use designation of the site from Neighborhood Commercial (NC) to Medium Density Residential (MDR) and amends the Pacific Grove Land Use Map to reflect the change in the land use designation. The proposed change to the land use designation will permit the consideration of single-family residential development; however, the development of single-family dwellings will be subject to compliance with the land use regulations of the City of Pacific Grove and subject to review and approval by the Pacific Grove Architectural Review Board. (Staff: Jon Biggs) [Continued from 1/4/07]

The Chairman re-opened the public hearing.

**Proposed
Mit. Neg. Dec.
& Mitigation
Monitoring
Program;
General Plan
Amendment
App. 06-01**

*Recommend
adoption of
Mit. Neg. Dec.
& Mitigation
Monitoring
Program to
City Council;*

*Recommend
approval of
General Plan
Amendment &
Map Changes
to City Council;*

Speakers:

- Pam Silkwood, attorney, on behalf of applicants Griggs, made a presentation.
- Robin Tokmakian expressed concern with potential loss of a valuable asset to the community, and submitted a letter for the public record.

There being no further speakers, the chair closed the public hearing.

Proposed Mitigated Negative Declaration and Mitigation Monitoring Program:

- Commissioners Sprader, Bailey, and Riddell expressed concern that there was no evaluation of traffic impacts to roads leaving Pacific Grove by those who would now need to travel out of town to purchase nursery plants.
- Mr. Griggs noted that most of his customers were from out of town.

On a motion by Bob Davis-Steven MacDonald, the Commission voted 4-2 (Linda Bailey and Craig Riddell voted no) to **recommend adoption of the Mitigated Negative Declaration and Mitigation Monitoring Program to the City Council.**

Proposed General Plan Amendment:

Based on the the Commissioners' discussion of the issue, and on a motion by Bob Davis-Dan Miller, the Commission voted 6-0 to **recommend to the City Council that they approve the requested General Plan amendment and related change to the land use map for the City of Pacific Grove.**

6.C PRESENTATION AND DISCUSSION OF SITE COVERAGE REGULATIONS BY THE PLANNING COMMISSION SUBCOMMITTEE (Subcommittee: Dan Miller, Gary Sprader)
[Continued from 1/4/07]

Site Coverage Regulations

A general discussion about the subcommittee's recommendations on site coverage took place.

Chairman Riddell requested that the following be agendized for discussion at the next Planning Commission meeting:

DISCUSSION ON HOW AND IF BRICKS, PAVERS, TURF BLOCK, AND LIKE MATERIALS WILL BE COUNTED TOWARDS LOT COVERAGE ON A SITE.

7. CITY COUNCIL ACTIONS

Staff reported.

**City
Council**

8. ARCHITECTURAL REVIEW BOARD ACTIONS

- Received the Minutes of the January 10, 2007 site review meeting of the Architectural Review Board;
- Received the Minutes of the January 10, 2007 regular meeting of the Architectural Review Board.

**ARB
Received
Minutes**

9. HISTORIC RESOURCES COMMITTEE ACTIONS

- Received the Minutes of the January 10, 2007 site review meeting of the Historic Resources Committee;
- Received the Minutes of the January 10, 2007 regular meeting of the Historic Resources Committee.

**HRC
Received
Minutes**

10. CORRESPONDENCE

None.

**Corres-
pondence**

11. COMMITTEE REPORTS

Commissioner Dan Miller reported on the status of the subcommittee reviewing the tree ordinance.

**Committee
Reports**

12. REPORTS OF COMMISSIONERS

Commissioner Bob Davis noted that changes to the zoning for the Monarch Sanctuary and Arnett Park still need to be taken up for consideration by the Commission.

**Commissioner
Reports**

13. REPORT OF COMMUNITY DEVELOPMENT DIRECTOR

Director Biggs reported.

**Director's
Report**

14. ADJOURNMENT:

There being no further business, the Chair adjourned the meeting at 8:05 p.m.

Jon Biggs, Secretary

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.

CITY OF PACIFIC GROVE

NOTICE OF PUBLIC HEARING

PROJECT ADDRESS: 233 Crocker Avenue
APPLICANT: Glenn E. Warner, Architect
APPLICATION: Use Permit Application No. 2921-06
PROJECT DESCRIPTION: Convert a storage room in a detached accessory building to a bedroom with a full bathroom. Use permit approval is required because the project adds a sink and plumbing trap that is remote from the kitchen in the single-family dwelling.
LEGAL DESCRIPTION: A portion of Subdivision B, Block 320 Pacific Grove Acres
ZONE DISTRICT: R-1-B-3
GENERAL PLAN DESIGNATION: Low Density Residential
ENVIRONMENTAL STATUS: Categorically Exempt, Class 1
HEARING DATE AND LOCATION: A public hearing by the Planning Commission to be held on **Thursday, February 8, 2007 at 6:00 P.M.** in the Council Chamber at the Pacific Grove Civic Center, 300 Forest Avenue, Pacific Grove, California.



Jon M. Biggs
Community Development Director

Dated: January 25, 2007

NOTE: The Planning Commission will also meet in a plan and site review session on Tuesday, February 6, 2007 at 4:00 p.m. in the Community Development Department Conference Room, at the Pacific Grove Civic Center, 300 Forest Avenue. The limited purposes of this session are (1) to visit the site of the projects listed on this meeting's agenda and (2) to allow staff to respond to Commissioner inquiries regarding factual aspects of the applications. **THE PLAN AND SITE REVIEW IS AN OPEN MEETING. MEMBERS OF THE PUBLIC MAY ATTEND.**

Should this item be continued at the Planning Commission meeting the Chairman will announce a specific date and time to which the item is being continued. If you are not at the meeting you can find out if an item has been continued by calling the Community Development Department Secretary at (831) 648-3190. If you have any questions about this item, please call Jon Biggs at the Community Development Department (831) 648-3190.

Any decision by the Planning Commission may be appealed to the City Council within ten days of final action. Please note that Section 65009 (b) (2) of the California Government Code provides that legal challenges to the City's action on this project may be limited to only those issues raised in testimony during the public hearing process.

The City of Pacific Grove does not discriminate against persons with disabilities. The Pacific Grove City Hall Civic Center is an accessible facility. 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.

This notice may be removed after: February 8, 2007



CITY OF PACIFIC GROVE PLANNING COMMISSION AGENDA REPORT

TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT DEPARTMENT
MEETING DATE: FEBRUARY 8, 2007
ADDRESS: 233 CROCKER AVENUE
APPLICANT: GLENN WARNER, ARCHITECT

I. RECOMMENDATION

Staff recommends approval of the use permit application.

II. PROJECT DESCRIPTION

Convert a storage room in a detached accessory building to a bedroom with a full bathroom. Use permit approval is required because the project adds a sink and plumbing trap that is remote from the kitchen in the single-family dwelling.

III. BACKGROUND

Zone District	R-1-B-3
General Plan Designation	Low Density Residential
Lot Size	9,839 square feet
Historic Inventory	No
Coastal Zone	No
Archaeology Zone	No
Biological Zone	No
Nonconforming use	No

IV. APPLICATION

Use Permit Application No. 2921-06 is a request to convert a storage room in a detached accessory building to a bedroom with a full bathroom. Use permit approval is required per Municipal Code Section 23.16.021 (a) and (c) because this room will not have interior access to dwelling on the building site and it will contain a bathroom equipped with a trap and sink that is remote from the kitchen in dwelling.

V. DISCUSSION

The subject property is slightly substandard in building site area. The minimum required building site area in the R-1-B-3 zone district is 10,000 square feet; the subject site is

9,839 square feet. The property is developed with a single-family residence constructed in 1944 and an accessory building containing a workshop, storage room, and two-car garage that was recently constructed. According to the Building Division the building permit for the garage, workshop, and storage room has not received final approval as of the date of this report. A 409 square foot addition was added to the rear of the residence in 1998 (Building Permit No. 98-0468). Both the recent accessory building and addition to the residence in 1998 were undertaken by the current property owner. There are two 36" diameter multi-stemmed oak trees in the rear yard.

The garage is accessed from a 30' wide private easement along the south side property line. The easement provides access to three properties including the subject property. The rear property line of the subject property abuts the west side property line of the adjacent property.

The right-of-way area along the Crocker Avenue frontage has been landscaped with materials that preclude on-street vehicle parking in front of the residence. The landscape was installed sometime after 1997 as shown in the file photographs included in the attachments. According to the Public Works Department there is no record of an approved encroachment permit to install landscaping in the public right-of-way along the frontage. Staff has identified the following options for the Planning Commission to consider as a condition of approval to address this issue.

- The property owner shall obtain all required permits and approval from the City of Pacific Grove to retain the landscape materials that have been installed in the public right-of-way along the Crocker Avenue frontage. The property owners shall file the required application materials within 30 days of the date of approval of this use permit; or,
- The property owner shall remove all landscape materials from the Crocker Avenue frontage within 30 days from the date of approval of this use permit. The frontage along Crocker Avenue shall remain free of obstructions that would restrict or impede vehicle parking on the public right-of-way.

The Planning Commission approved Use Permit No. 2863-05 at a public hearing held June 16, 2005 to allow demolition of a nonconforming detached storage room and garage that encroached into the required rear and south side yard setbacks, and construction of a new workshop, storage room, and two-car garage in the same location. The Planning Commission based its approval of the use permit on the finding that the accessory building was proposed in the same location and reduced the nonconforming rear yard setback. The accessory building that was the subject of Use Permit No. 2863-05 did not contain plumbing fixtures.

A recent use permit request to establish a secondary unit within this building has been amended. The property owners new proposal is to convert the workshop and storage room to a bedroom with a bathroom; the two-car garage remains unchanged. The off-street parking requirement in the R-1-B-3 zone district is two covered parking spaces.

VI. SUGGESTED FINDING

Staff suggests the following finding for the use permit application:

The establishment, maintenance or operation of the building applied for will not be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city because the imposed conditions allow for confirmation and correction of improvements contrary to this approval.

VII. RECOMMENDED CONDITIONS

Should the Planning Commission make the finding necessary to approve the use permit application, the following are recommended as conditions of approval:


1. The approved use of the property is a single-family residence and detached accessory building with a bedroom and bathroom as identified on the plans stamped Approved by the Planning Commission. The subject area is not permitted to be rented and/or used as a separate living unit and may not be rented or exchanged for any form of remuneration for short-term occupancy, i.e., less than 30 consecutive days as defined by Municipal Code Section 23.64.350.
2. The installation of kitchen fixtures is not permitted at any location in the detached accessory building.
3. No additional plumbing fixtures shall be installed in the subject structure without obtaining required permits and approvals from the Community Development Department prior to installation.
4. In obtaining this permit the property owner understands and acknowledges that the City of Pacific Grove has the right to enter and inspect for compliance with the conditions of this permit and the rules and regulations enforced by the city. The property owner acknowledges that right and agrees to pay all costs incurred by the city in securing any judicial writ or inspection warrant to fulfill that right wherein the property owner fails to give consent for inspection. Said costs shall include all personnel time, attorney's fees and court costs incurred by the city to procure any judicial writ or inspection warrant.
5. Any plumbing fixtures installed in violation of this use permit will be required to be removed and capped at the source if a violation of any of the conditions of approval of this use permit are determined to exist by the Community Development Department.
6. The property owner(s) shall record a deed restriction to be prepared by the Community Development Department containing the conditions of this use permit with the Monterey County Office of the Recorder prior to issuance of the building permit. The conditions of this use permit are applicable to all subsequent property owners, heirs, assigns and successors in interest.

7. Should a violation of the conditions of the deed restriction occur, the property owner is required to pay all of the costs expended by the City of Pacific Grove in enforcing its ordinances, regulations and terms of the deed restriction.

Standard Conditions

1. This permit shall be revoked if not used within one year from date of approval. Application for extension of the permit must be made prior to the expiration date.
2. Construction shall not commence until a copy of the resolution signed by the permittee or authorized agent acknowledging receipt of the permits and acceptance of the terms and conditions is returned to the Community Development Department.
3. Review and approval by the Public Works Department is required prior to building permit issuance. The applicant shall obtain an encroachment permit from the Public Works Department prior to undertaking any work in the public way.
4. All construction must occur in strict compliance with the proposal as set forth in the applications for permits, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the staff and may require Planning Commission approval.
5. These terms and conditions shall be perpetual, and it is the intention of the Planning Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

RESPECTFULLY SUBMITTED BY:



JON M. BIGGS,
COMMUNITY DEVELOPMENT DIRECTOR

CITY OF PACIFIC GROVE
APPLICATION FOR USE PERMIT
(Municipal Code Chapter 23.72.030)

REVISE Application

Accepted for submittal by: [Signature]
[CDD Staff person]

RECEIVED

JAN 23 2007

COMMUNITY DEV. DEPT.

CDD Use only
USE PERMIT NO. 2921-06

FEE 106.34
01-4401

Project Location 233 Crocker APN 006-381-008

Lot(s) _____ Block _____ Tract _____ Lot Size _____

Applicant Glenn E Warner Architect

Applicant's Address Box 22811 Carmel Ca 93922

Applicant's Daytime Phone No(s) (831) 625-2862

Applicant's E-mail Address: Glenn E Warner@yahoo.com Check if you prefer e-mail contact

Property Owner George & Kelli Cullinan

Property Owner's Address 233 Crocker

Property Owner's Phone No. 372-6937 E-mail: _____

PROPOSED USE OR PROJECT (State in detail) – Attach additional sheets if necessary:
convert existing storage area
at detached accessory structure
to a detached Bedroom & bath.
partially in the rear yard (27' in)
Indicate, if applicable: Days/hours of operation, number of employees:

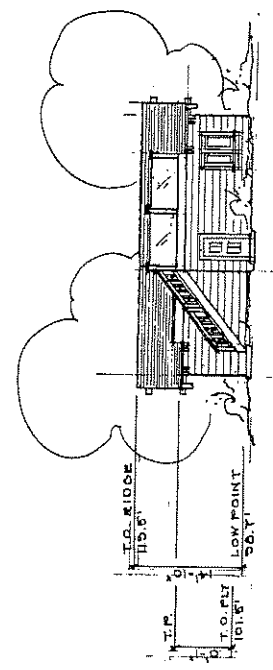
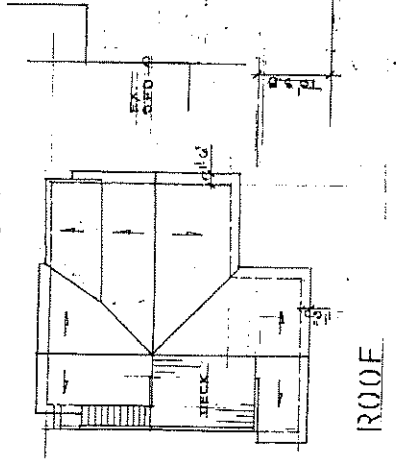
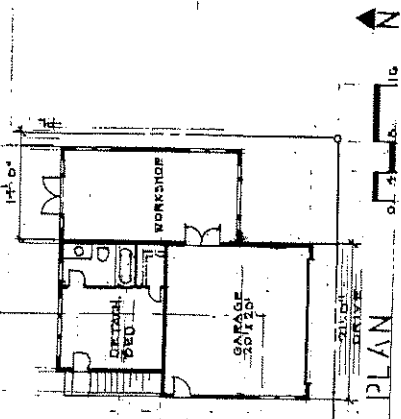
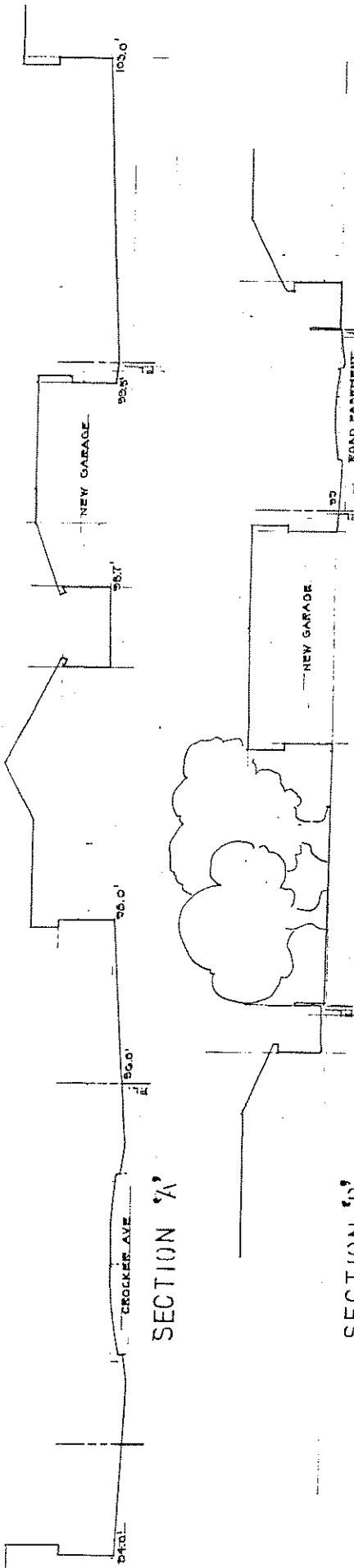
I, the undersigned, under penalty of perjury, depose and say that I am the applicant for this request, that the owner of the property approves this application and that all statements are true and correct.

1.27.07

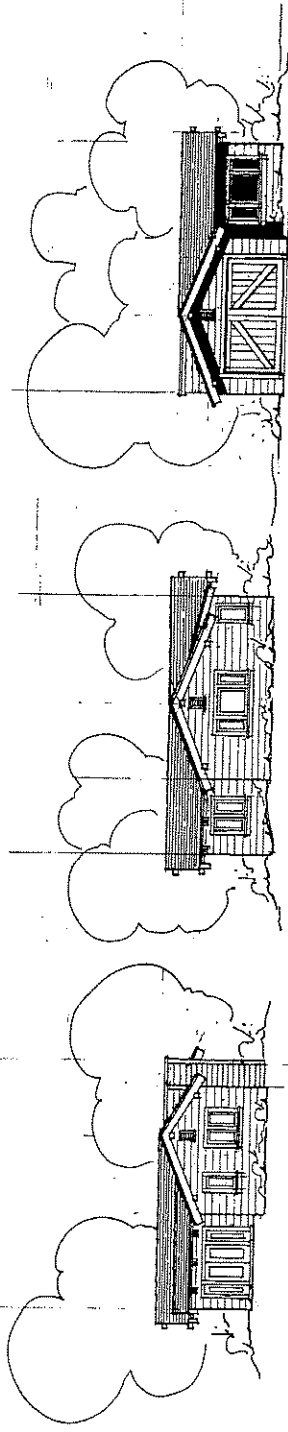
Date

[Signature]
Signature of Applicant

NOTE TO APPLICANT: The filing fee and materials related to the project must accompany this application. Please consult with a planner regarding submittal requirements for your project.



MATERIALS: SLATE HOUSE
 SHINGLES, SLATE HOUSE
 ASPHALT SHINGLE ROOF, "
 WOOD DECK WINDOWS,



RECEIVED

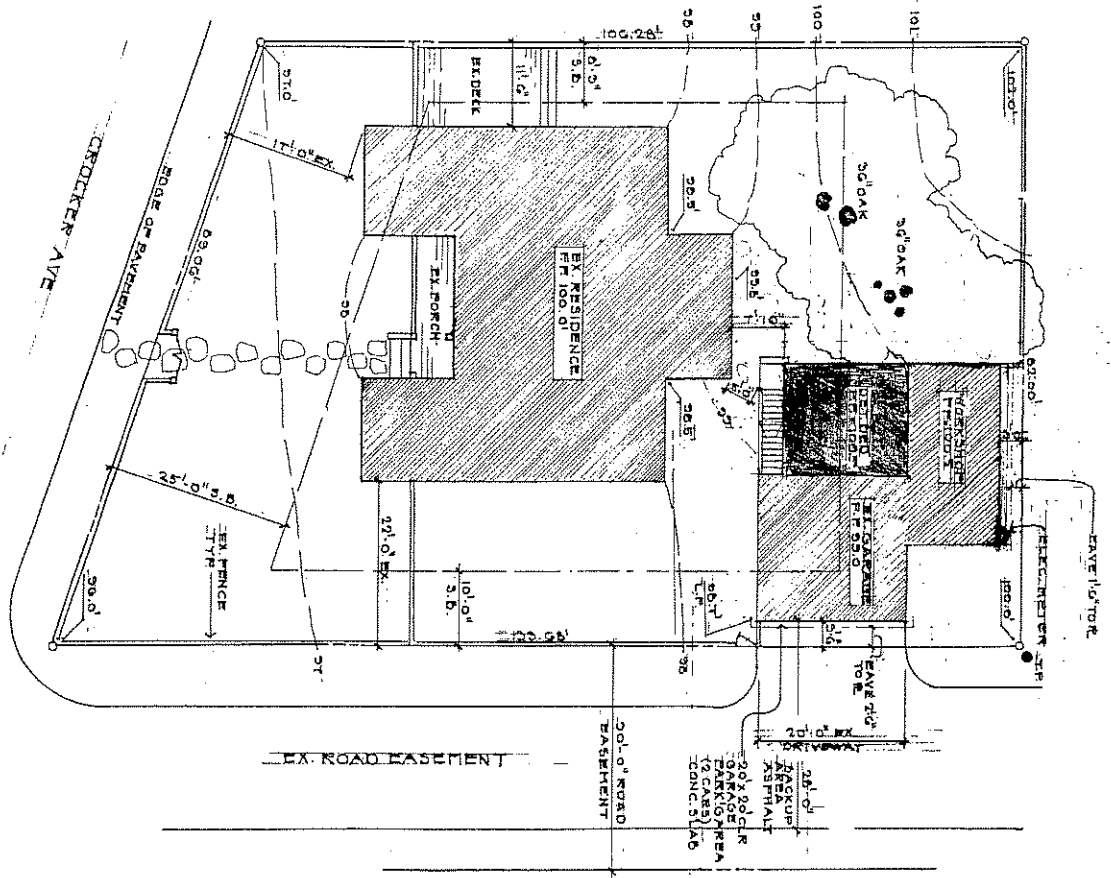
JAN 8 2007

COMMUNITY DEV. DEPT.

TIME DEPT. NOTES:
 THE FOLLOWING SPECIFICATIONS SHALL BE FULFILLED:

1. Each year means empty, fresh, domestic and fire protection systems shall have a single indication type central alarm, arranged to start off both the domestic and fire protection and a separate unit of valve for the domestic system only. The location of the central alarm is not required for the domestic system except in multi-apartment systems.
2. Each year from alarm shall be provided on all 100% 100% fire protection systems. Each year from alarm shall be provided from the fire protection system.
3. A fire Department shall be required once the fire protection system is installed.
4. A fire Department shall be required once the fire protection system is installed.

PLANS DEPT. NOTES:
 EX SURVEY TACKERS WERE USED TO DETERMINE PROPERTY BOUNDARIES.
 1. DISTANCE BETWEEN FINISH FLOOR & FINISH BELLS SHALL BE 0'-0".
 2. ALL WORK SHALL COMPLY WITH THE C.D.C., C.M.C., C.R.C., I.C.E.C., 2001 EDITIONS.



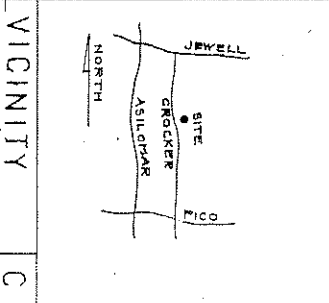
SITE PLAN

1/8" = 1'-0" A



INDEX D

OWNER:	LOWERY: BERNICE (KELLI) CULLINAN 372-0237
PROJECT ADDRESS:	1205 CROCKER AVE PALM SPRINGS, CA, 92580
APRN:	000-201-000
PROJECT SUMMARY:	REPLACE EXISTING AREA WITH NEW CONCRETE AND ASPHALT TO CREATE DETACHED BATH
ZONE:	R-1-D-3
HEIGHT LIMIT:	15'-0" (ACC)
FLOOR AREA:	1970 SF
EXISTING:	211 SF
NEW ADD:	1759 SF
REVISIONS:	1. EX. GAR. W/RC - 110 SF
	2. EX. STAIR - 140 SF
	3. EX. DECK PORCH - 150 SF
LOT COVERAGES:	57.15% / 58.52 = 58% 4.10%
FAR:	2200 FT + 0.055



VICINITY:	C
DATE:	1/10/07
BY:	GLENN E. WARNER
PROJECT:	REPLACE EXISTING AREA WITH NEW CONCRETE AND ASPHALT TO CREATE DETACHED BATH

A-1

GLENN E. WARNER - ARCHITECT
 37752 PALO COLORADO ROAD, BOX 22161 CARMEL, CA, 95022 831-625-2862

RECEIVED

JAN 8 2007

COMMUNITY DEV. DEPT.

NOTICE OF PUBLIC HEARING

PROJECT ADDRESS: 403 Willow Street

APPLICANT: Solartecture, Robert Gunn, Architect

APPLICATION: Use Permit Application No. 2934-06

PROJECT DESCRIPTION: Proposed conversion of a detached single-car garage to a detached bedroom with full bath.

LEGAL DESCRIPTION: Lot 3, Block 90, Third Addition to the Pacific Grove Retreat

ZONE DISTRICT: R-1

GENERAL PLAN DESIGNATION: Medium Density Residential

ENVIRONMENTAL STATUS: Categorically Exempt, Class 1

WHERE AND WHEN: A public hearing by the Planning Commission to be held on **Thursday, February 8, 2007, at 6:00 P.M.** at the Pacific Grove Civic Center, City Council Chambers, 300 Forest Avenue, Pacific Grove, California.

Dated: January 8, 2007



RON M. BIGGS

Community Development Director

NOTE: The Planning Commission will also meet in a plan and site review session on Tuesday, February 6, 2007, at 4:00 p.m. in the Community Development Department Conference Room, 300 Forest Avenue. The limited purposes of this session are (1) to visit the site of the projects listed on this meeting's agenda and (2) to allow staff to respond to Commissioner inquiries regarding factual aspects of the applications. **THE PLAN AND SITE REVIEW IS AN OPEN MEETING. MEMBERS OF THE PUBLIC MAY ATTEND.**

Should this item be continued at the Planning Commission meeting the Chairman will announce a specific date and time to which the item is being continued. If you are not at the meeting you can find out if an item has been continued by calling the Community Development Department Secretary at (831) 648-3190.

If you have any questions about this item, please call Planning Technician Sheree Garcia at the Community Development Department (831) 648-3190.

Any decision by the Planning Commission may be appealed to the City Council within ten days of final action. Please note that Section 65009 (b) (2) of the California Government Code provides that legal challenges to the City's action on this project may be limited to only those issues raised in testimony during the public hearing process.

The City of Pacific Grove does not discriminate against persons with disabilities. The Pacific Grove Civic Center City Council Chambers is an accessible facility. 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.

This notice may be removed after: February 8, 2007.



CITY OF PACIFIC GROVE PLANNING COMMISSION AGENDA REPORT

TO: PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT DEPARTMENT
MEETING DATE: FEBRUARY 8, 2007
ADDRESS: 403 WILLOW STREET
APPLICANT: ROBERT GUNN, ARCHITECT

I. RECOMMENDATION

Approve the use permit application.

II. PROJECT DESCRIPTION

Proposed conversion of a detached garage into a detached bedroom with full bath.

III. BACKGROUND

Zone District	R-1
General Plan Designation	Medium Density Residential
Lot Size	2,010 Square feet
Historic Inventory	No
Coastal Zone	No
Archaeology Zone	No
Biological Zone	No

IV. APPLICATION REQUEST

Use Permit Application No. 2934-06

Pursuant to Municipal Code Section 23.16.021, (a) and (c), use permit approval is necessary to allow the installation of a plumbing trap in a detached room that is more than 100 square feet in area, is remote from the main cooking facilities in the site, and has no interior access to the residence. The use permit application may be denied if the design of the structure readily lends itself to multiple dwelling uses.

V. DISCUSSION

The subject property is developed with a single-family residence and a 204 square foot detached one-car garage that has nonconforming setbacks. The existing one-car garage is located at the rear property line and north side yard property line and encroaches into the 5' rear yard setback and 3'6" side yard setback. The existing north side of the garage is attached to the north side neighbors' garage. No exterior work is proposed to be done on the existing garage. Parking is not required for this site based on the square footage of the property in the R-1 zone district.

Plumbing in detached buildings is permitted in the R-1 zone district subject to first obtaining use permit approval. Typical conditions of approval for the use permit include the recording of a deed restriction that identifies the subject area and states the permitted use of the building. The deed restriction must be recorded prior to the issuance of a building permit.

Staff recommends approval of Use Permit Application No. 2934-06 subject to the recommended conditions of approval listed in Section VI. and suggests the following finding:

The establishment, maintenance or operation of the building applied for will not be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city because the imposed conditions allow for confirmation and correction of improvements contrary to this approval.

Architectural approval is required prior to the issuance of a building permit.

VI. REQUIRED CONDITIONS

Should the Planning Commission agree with the recommendation of staff, the following are recommended as conditions of approval:


Special Conditions of Approval

1. The approved use of the property is a single-family residence and detached garage with a water closet, wash basin and shower. The subject area is the 204 square foot detached garage. The subject area is not permitted to be rented and/or used as a separate living unit and may not be rented or exchanged for any form of remuneration for short-term occupancy, i.e., less than 30 consecutive days as defined by Municipal Code Section 23.64.350.
2. The installation of kitchen fixtures is not permitted at any location in the detached garage.
3. No additional plumbing fixtures shall be installed in the detached garage without obtaining required permits and approvals from the Community Development Department prior to installation.
4. In obtaining this permit the property owner understands and acknowledges that the City of Pacific Grove has the right to enter and inspect for compliance with the conditions of this permit and the rules and regulations enforced by the city. The property owner acknowledges that right and agrees to pay all costs incurred by the city in securing any judicial writ or inspection warrant to fulfill that right wherein the property owner fails to give consent for inspection. Said costs shall include all personnel time, attorney's fees and court costs incurred by the city to procure any judicial writ or inspection warrant.
5. Any plumbing fixtures installed in violation of this use permit will be required to be removed and capped at the source if a violation of any of the conditions of approval of this use permit are determined to exist by the Community Development Department.
6. The property owner(s) shall record a deed restriction to be prepared by the Community Development Department containing the conditions of this use permit with the Monterey County Office of the Recorder prior to issuance of the building permit. The conditions of this use permit are applicable to all subsequent property owners, heirs, assigns and successors in interest.
7. Should a violation of the conditions of the deed restriction occur, the property owner is required to pay all of the costs expended by the City of Pacific Grove in enforcing its ordinances, regulations and terms of the deed restriction.

Standard Conditions

1. This permit shall be revoked if not used within one year from date of approval. Application for extension of the permit must be made prior to the expiration date.
2. Construction shall not commence until a copy of the resolution signed by the permittee or authorized agent acknowledging receipt of the permits and acceptance of the terms and conditions is returned to the Community Development Department.
3. Review and approval by the Public Works Department is required prior to building permit issuance. The applicant shall obtain an encroachment permit from the Public Works Department prior to undertaking any work in the public way.
4. All construction must occur in strict compliance with the proposal as set forth in the applications for permits, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the staff and may require Planning Commission approval.
5. These terms and conditions shall be perpetual, and it is the intention of the Planning Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

RESPECTFULLY SUBMITTED BY:



SHEREE GARCIA
PLANNING TECHNICIAN

REVIEWED BY:



JON M. BIGGS,
COMMUNITY DEVELOPMENT DIRECTOR

January 18, 2007

CITY OF PACIFIC GROVE
APPLICATION FOR USE PERMIT
(Municipal Code Chapter 23.72.030)

Accepted for submittal by: Bridget Luce
[CDD Staff person]

CDD Use only
USE PERMIT NO.
0934-06

FEE 670-
01-4401

Project Location 409 Willow St. APN 006-453-011

Lot(s) _____ Block _____ Tract 3RD ADD. PG RETREAT Lot Size 2010 SF

Applicant SOLARTECTURE, ROBERT GUNN ARCHITECT

Applicant's Address 600A E. FRANKLIN ST MONTEREY, CA. 93940

Applicant's Daytime Phone No(s). 831-646-5200 831-224-3125 CELL

Applicant's E-mail Address: _____ Check if you prefer e-mail contact

Property Owner KATHLEEN FREDERICKS, MIKE FICKEL

Property Owner's Address 709 QUIET HILLS FARL ROAD ESCONDIDO, CA. 92029

Property Owner's Phone No. 760-489-9062 E-mail: _____

PROPOSED USE OR PROJECT (State in detail) – Attach additional sheets if necessary:
CONVERT EXISTING 204 SF GARAGE TO A GUEST ROOM
W/ BATH ROOM.

Indicate, if applicable: Days/hours of operation, number of employees:

I, the undersigned, under penalty of perjury, depose and say that I am the applicant for this request, that the owner of the property approves this application and that all statements are true and correct.

10-22-06
Date

Kathleen Frederick
OWNER

Michael H. Fickel
Signature of Applicant

FOR DEPOSIT ONLY
CITY OF PACIFIC GROVE
08559-80200
TRANSFERRER DATE 11/20/2006
CK AMT \$ 330.00 P2000033938
LATE 11/20/2006
PLANNING COMMISSION

NOTE TO APPLICANT: The filing fee and materials related to the project must accompany application. Please consult with a planner regarding submittal requirements for your project.

PROJECT DATA SHEET

PROJECT ADDRESS: 403 Willow St.

APPLICANT(S): KATHY FREDERICK & MIKE FICKER OWNERS ; ROBERT CUNN ARCHITECT

DATE PLANS SUBMITTED TO CITY OF PACIFIC GROVE: 20 NOV 06

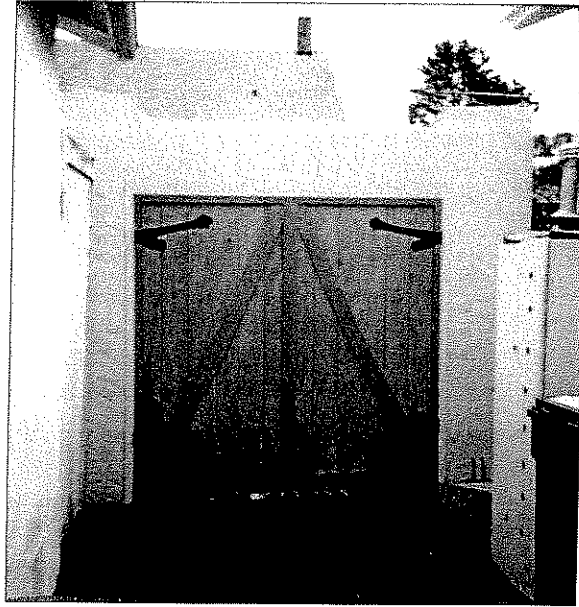
PROJECT DESCRIPTION: ADD CONSERVATORY & CONVEY GARAGE TO GUEST ROOM

PRELIMINARY VALUATION: \$ 42,000⁰⁰

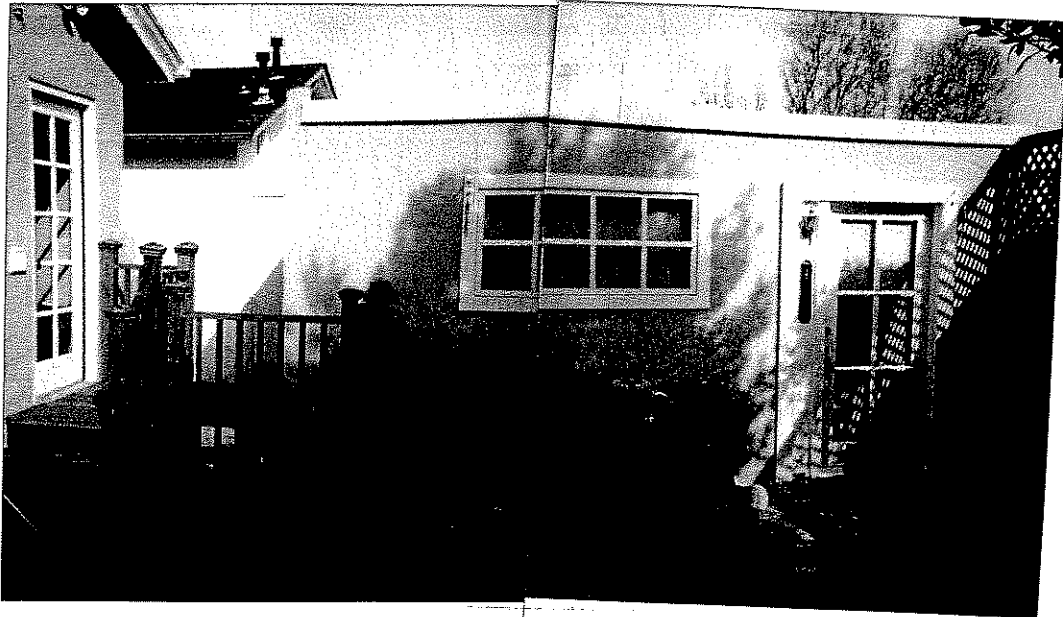
	Required/ Permitted	Existing Condition	Proposed Condition	Notes
Zone District	R-1	R1	R-1	
Site Area	4000 ^{sq ft}	3010 SF	3010 SF	
Density (multi-family projects only)	SFD	SFD	SFD	
Building Coverage	45% 904 SF	804 SF	902 SF	904 ^{sq ft} TOTAL
Paving Coverage	15% 301 ^{sq ft}	120 SF	120 SF	301 ^{sq ft} TOTAL
Total Site Coverage	100% 1100 ^{sq ft}	924 SF	1022 SF	
Floor Area	1100 ^{sq ft}	904 ^{sq ft}	902 ^{sq ft}	
Total Exterior Lateral Wall Length to be demolished.	—	158 LF	174 LF	
Total Exterior Lateral Wall Length to be demolished and rebuilt.	—	9 LF	0	
Building Height	25'	15'-6"	15'-6"	
Number of stories		1	1	
Front Setback	15'	6'-6"	6'-6"	
NORTH Side Setback (specify side)	3.24'	0 @ GARAGE	0	
SOUTH Side Setback (specify side)	3.24'	3'-6"	3'-6"	
Rear Setback	10'	0 @ GARAGE	0 @ GARAGE	14' @ CONSERV.
Garage Door Setback	20'	42'	42'	
Covered Parking Spaces	0	1	0	
Uncovered Parking Spaces	0	2	2	
Parking Space Size (Interior measurement)	9' x 20'	9 x 20	9 x 20	
Number of Driveways	1	1	1	
Driveway Width(s)	9'	9'	9'	
Back-up Distance	20'	20'	20'	
Eave Projection (Into Setback)	3' maximum	1'	1'	
Distances Between Eaves And Property Lines	3' minimum	2'-6"	2'-6" (E)	NO EAVE PROJECTION @ (N) CONSERV.
Open Porch/Deck Projections	3'	6'-6"	6'-6"	TO FRONT PROP. LINE
Architectural Feature Projections	3'	0	0	
Number of Accessory Buildings	1	1	1	GARAGE IS DETACHED
Accessory Building Setbacks	5' REAR	0	0	
Accessory Building Height	15'	10'	10'	
Fence Heights	4'-6" REAR SIDES FRONT	5' NONE	5' NONE	

RECEIVED

DEC 12 2006



FRONT OF
GARAGE



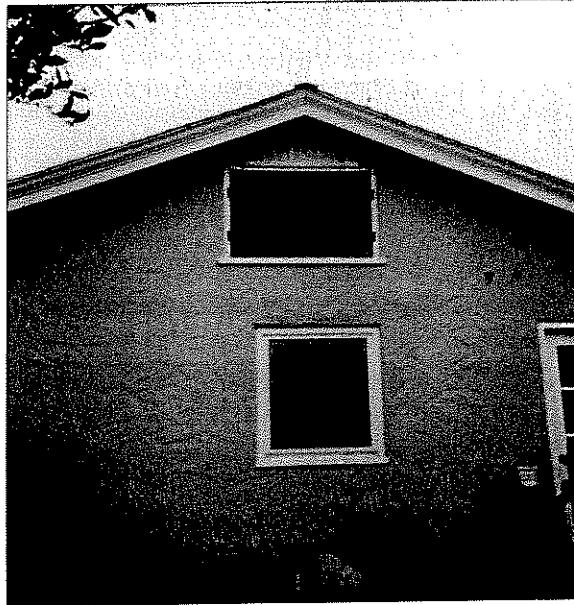
SOUTH SIDE OF GARAGE .
403 WILLOW

F

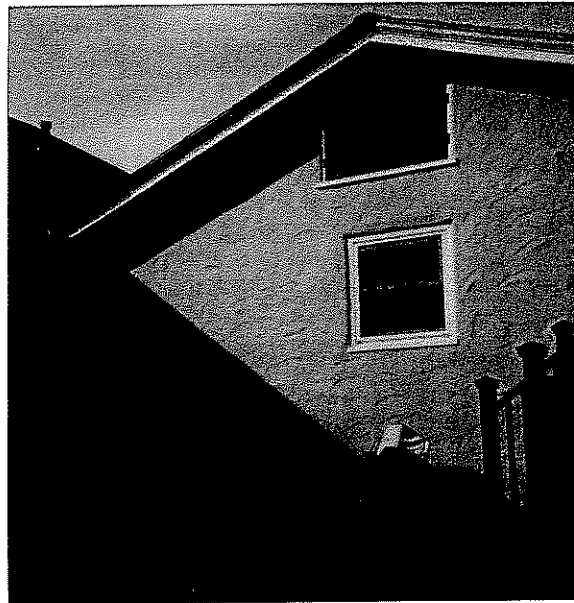
NOV 20 2016

COMMUNITY DEV. DEPT.

403 WILLOW ST.



REAR OF HOUSE
EAST



RECEIVED

NOV 20 2006

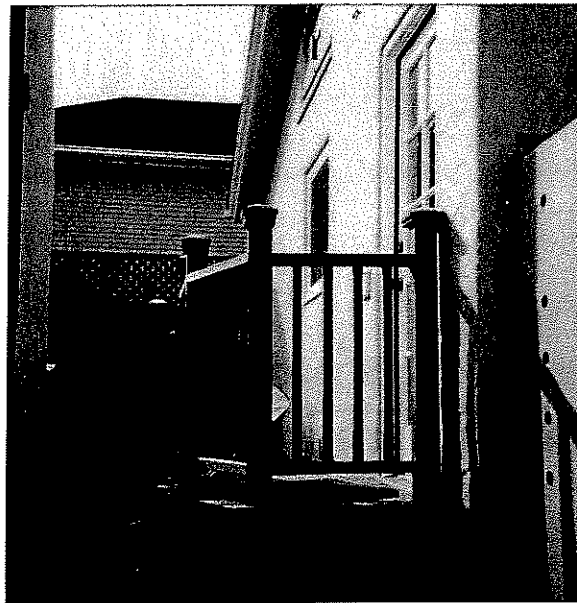
COMMUNITY DEV. DEPT.

403 WILLOW

403 Willow St.



SOUTH SIDE
LOOKING FROM
REAR OF HOUSE



REAR OF HOUSE
LOOKING FROM
NORTH SIDE.

RECEIVED

NOV 20 2005

COMMUNITY DEV. DEPT.

403 WILLOW

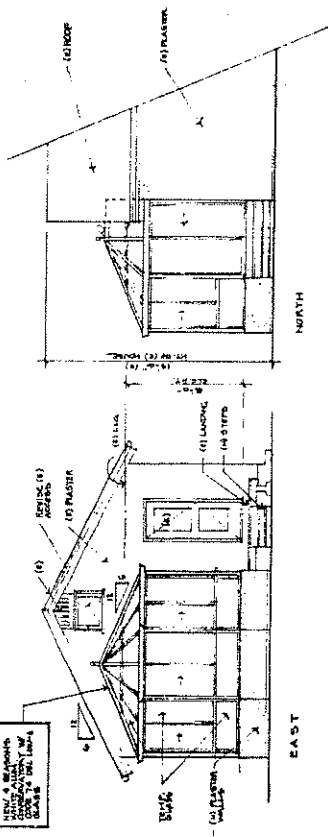
403 Willow St.

DATE	11/14/06
BY	JK
REVISIONS	

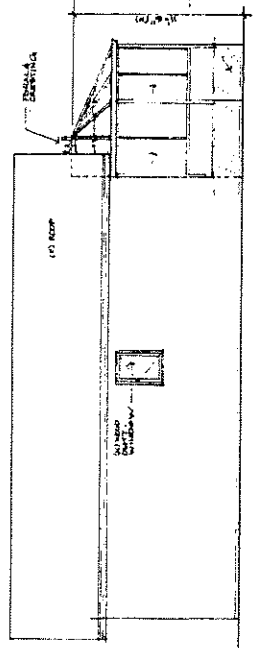
SOLARITECTURE
 ROBERT GUNN ARCHITECT
 600 EAST PALMDALE ST. MONTEREY, CA 94028
 (81) 644-5100

FRANK - PICKEL RESIDENCE
 1410 WILLOW ST.
 MONTEREY, CA 94028
 (81) 644-5100

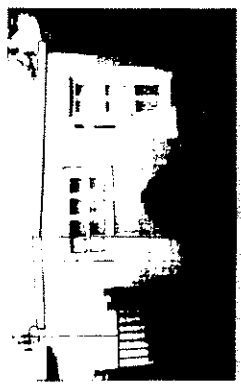
Agenda Item No. **7B**
 Planning Commission



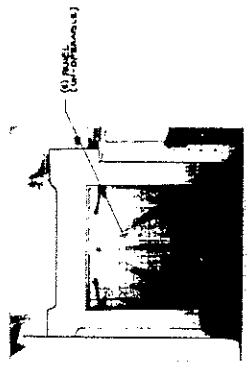
EAST NORTH
 ELEVATIONS



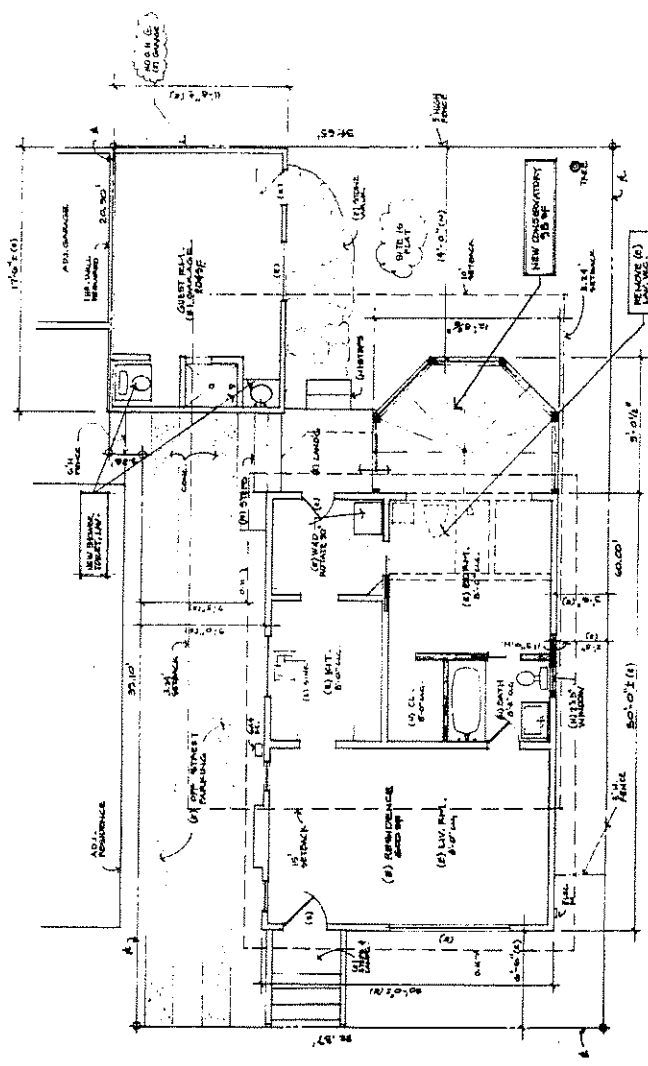
SOUTH



EXISTING SOUTH SIDE GARAGE (NO OVERHANG)



EXISTING WEST ELEV. & GARAGE



SITE & FLOOR PLAN

- REMOVE WALL
- NEW WALLS
- NEW WALLS

SITE DATA	2000 SF
LOT SIZE	2000 SF
ALLOW. COVERAGE	50%
PROPOSED BY	JK
DATE	11/14/06
SCALE	1/8" = 1'-0"

RECEIVED
 DEC 12 2006

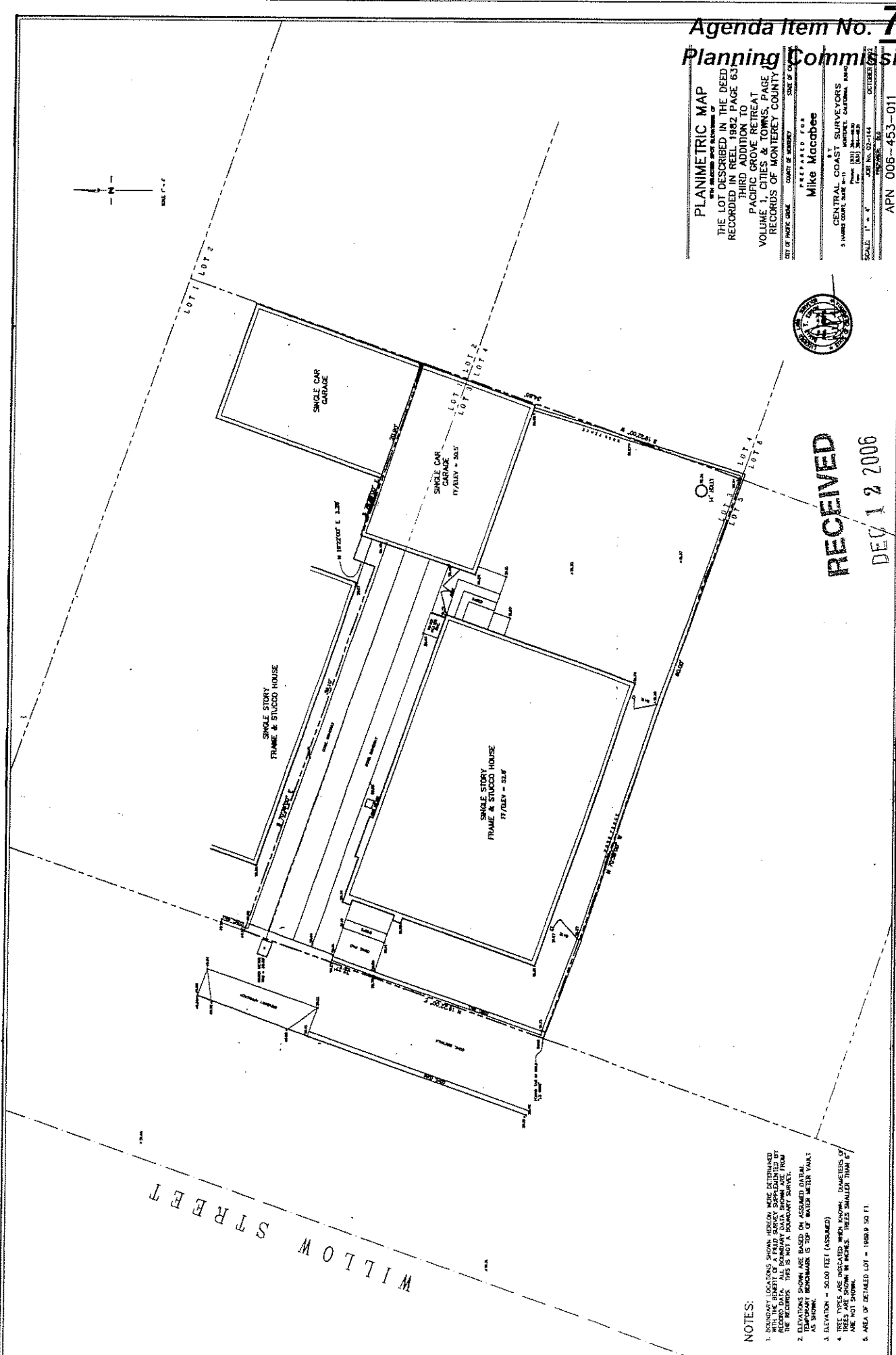
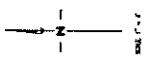
COMMUNITY DEV. DEPT.

PLANIMETRIC MAP
 OF THE LOT DESCRIBED IN THE DEED
 RECORDED IN REEL 1962 PAGE 63
 THIRD ADDITION TO
 PACIFIC GROVE RETREAT
 VOLUME 1, CITIES & TOWNS, PAGE 2
 RECORDS OF MONTEREY COUNTY
 CITY OF PACIFIC GROVE COUNTY OF MONTEREY STATE OF CALIFORNIA

PREPARED FOR
Mike Macabee
 BY SURVEYORS
 CENTRAL COAST SURVEYORS
 5 HAWES COURT, SUITE 201
 PACIFIC GROVE, CALIFORNIA 93950
 SCALE: 1" = 40'
 DATE: 01/14/06
 DRAWN BY: MMS
 CHECKED BY: MMS
 DATE: 01/14/06
 APN 006-453-011



RECEIVED
 DEC 12 2006
 COMMUNITY DEV. DEPT.



- NOTES:**
1. BOUNDARY LOCATIONS SHOWN HEREON WERE DETERMINED BY A FIELD SURVEY SUPPLEMENTED BY RECORD DATA FROM THE RECORDS. THIS IS NOT A DOMINANT SURVEY.
 2. ELEVATIONS SHOWN ARE BASED ON ASSUMED DATA. AS SHOWN BENCHMARK IS TOP OF WATER METER VAULT AS SHOWN.
 3. ELEVATION = 50.00 FEET (ASSUMED)
 4. THESE PAGES ARE INCLUDED WHEN KNOWN, DIMENSIONS OF AREAS SHOWN ON THESE PAGES ARE SMALLER THAN 6" ARE NOT SHOWN.
 5. AREA OF DETACHED LOT = 1980.9 SQ. FT.

WILLOW STREET

2006 AFFORDABLE HOUSING MONITORING PROGRAM REPORT

This year the Housing Division of the Community Development Department monitored 78 housing units to obtain verification of occupancy requirements required by a variety of discretionary permit approvals. The purpose of the monitoring is to verify the terms and conditions related to the housing units that have been created or recognized through these approvals. These units are grouped in the following categories:

1. Properties with approved Second Housing Units,
2. Properties with approved Affordable Units, and
3. Properties registered with the Illegal Housing Unit Registration Program

The following information provides a description of the monitoring procedures, the occupancy restrictions that apply to each category, and the results of the monitoring program. The 2006 Income Level chart is provided as an attachment to help define the various income levels addressed in this report.

CATEGORY 1 - PROPERTIES WITH APPROVED SECOND HOUSING UNITS

Background/Purpose. Second Units are only granted to single-family dwellings. The purpose of monitoring properties with Second Units (often referred to as granny units) is to determine:

- (A) compliance with the requirement that the property owner reside in either the main residence or the second unit, and
- (B) compliance with any additional occupancy requirements.

While the requirement that a property owner reside on the property has always been and remains a condition of approval for Second Units, the additional occupancy requirements vary significantly depending on when approval was granted. For purposes of this report the additional occupancy requirements have been categorized in three groups.

Group 1 - Units approved between May 1983 and August 4, 1992. A property owner must live on the property, but the unit not being occupied by an owner has no occupancy restrictions.

Group 2 - Units approved between August 5, 1992 and June 30 2003. Similar to Group 1, an owner must live on the property; and occupancy of the unit not occupied by an owner must meet at least one of the following criteria:

- a. One occupant shall be at least 60 years of age; or
- b. Occupant(s) shall qualify as lower or very low income persons. Rent charges shall not exceed 30% of low or very low income levels as determined annually by HUD¹; or
- c. One occupant shall fall into one of the following disability categories: visual impairment, hearing impairment, mobility impairment, developmentally disabled; or
- d. No rent or other consideration is asked, required or paid as a condition of occupancy.

Group 3 - Units approved from July 1, 2003 to present. Again, similar to the other two groups, an owner must live on the property. The occupancy of the unit not occupied by an owner must meet at least one of the following criteria:

¹ HUD-Department of Housing and Urban Development (Federal Agency)

- a. Occupant(s) shall qualify as no greater than a median income household according to HUD income level guidelines. Rent charges shall not exceed 30% of median or below median income levels as determined annually by HUD.
- b. No rent or other consideration is asked, required or paid as a condition of occupancy.

Procedure. The monitoring program was carried out by sending a cover letter and verification form to each property owner (as verified by the County Assessor's office). Property owners are required to certify (by signature) that they reside on the property. Groups 2 and 3 are required to provide information applicable to the additional occupancy requirements.

Results. As shown in Table 1, there are a total of 61 approved Second Units. Group 1 includes 39 approved units; Group 2 includes 11 units; and Group 3 includes 11 units. Two (2) properties were found to have compliance issues.

Of the 61 approved units, 54 property owners certified that they meet the on-site residency requirement. There are 7 properties that do not meet the on-site residency requirement. One indicated that they no longer reside on the property and is working with staff to remedy this situation. Six (6) of the projects are still under construction and are not yet required to meet this requirement.

As mentioned earlier for Groups 2 and 3, a total of 22 property owners were required to provide information about the occupants that rent the unit not occupied by an owner. Of the 22 properties, 16 provided information regarding the additional occupancy requirements, and, as mentioned above 6 indicated that they had not completed construction of their projects. Of the 16 completed projects, 8 provide housing to moderate, low, very low and extremely low income tenants as well as seniors and disabled tenants. One (1) property was found to be overcharging their tenant and is in the process of reducing their monthly rent. The remaining 8 indicated that they either occupied both units or that they charge no rent to the occupant(s) of the unit.

Table 1 - Second Units 2006

Type of Occupancy Requirements	Group 1	Group 2	Group 3	Total
Number of Approved Second Units	39	11	11	61
Still Under Construction-Occupancy Requirements N/A At This Time	0	0	6	6
Owner Meets On Site Residency Requirement	39	10	5	54
Not in Compliance with On Site Residency Requirement	0	1	0	1
Non-owner Occupied Unit in Compliance with Additional Occupancy Requirements.	N/A	11	4	15
Non-owner Occupied Unit Not In Compliance With Additional Occupancy Requirements	N/A	0	1	1

Fees. No monitoring fees are collected from Second Unit property owners.

CATEGORY 2 - PROPERTIES WITH AFFORDABLE UNITS

Background/Purpose. There are 7 properties throughout the City that have obtained various approvals that resulted in the creation of 14 affordable housing units. The definition of “affordable” ranges from very low to moderate income, as defined in the attached Income Level chart. The 14 units consist of 7 studio units, 6 one-bedroom units, and 1 two-bedroom unit. The purpose of monitoring these properties is to determine compliance with:

- (A) rent increases, and
- (B) continued income eligibility of the tenants.

Procedure. Each property owner/manager received a verification form(s), 2006 Income Level chart, and a copy of their use permit (or equivalent documentation describing terms and conditions of approval). The verification forms are slightly different for each property but basically request that the owner certify (by signature) that the tenant’s income level is appropriate for the unit and that rent increases have been limited to once annually and do not exceed the limits as specified in their respective use permits. Property owners/managers must also submit proof of tenant income (income tax returns, paycheck stubs, etc.). They are also required to list the name of the tenant, the tenant's mailing address, the number of people occupying the unit, the size of the unit and the current rent being charged. Note: One of the two-bedroom units is owned and managed by the City, thus a slightly different monitoring procedure is followed.

Results. As shown in Table 2, these 7 properties provide 14 units which house 12 citizens, all of whom meet the required income eligibility limits. Three of the units are currently vacant, but are expected to be rented soon. Additionally, all rents were reported to be within the appropriate ranges and have been increased only one time in a twelve-month period. The average rents for these units are \$733 per month for a studio unit, and \$826 for a one-bedroom unit.

Table 2 - Affordable Units 2006

General Location	Type of Unit	Income Level Served	Current Monthly Rent	No. of Tenants
Lighthouse Ave.	Studio	Low Income	\$795	1
Lighthouse Ave.	Studio	Low Income	\$700	1
Lighthouse Ave.	Studio	Low Income	\$700	1
Lighthouse Ave.	Studio	Low Income	\$735	1
Lighthouse Ave.	Studio	Low Income	Vacant	0
Lighthouse Ave.	Studio	Low Income	Vacant	0
Lighthouse Ave.	Studio	Low Income or Senior Owner	N/A	1
18th St.	1 BR	Very Low Income	\$543	1
Pine Ave.	1 BR	Moderate Income	\$895	1
Pine Ave.	1 BR	Moderate Income	\$895	1
Pine Ave.	1 BR	Low Income	\$895	1
Evans St.	1 BR	Low Income	\$903	1
18th St.	2 BR	Low Income	Vacant	0
15th St.	1 BR	Lower Income	\$748	2
Total				12

Fees. A condition of several of the discretionary permit approvals requires that the City collect monitoring fees. The fees help defray the cost of the staff time required to conduct the annual monitoring as well as the certification of each new tenant as a unit becomes available. The 2006 monitoring fees for these units total \$950.

CATEGORY 3 - ILLEGAL HOUSING UNIT REGISTRATION PROGRAM

Background/Purpose. The City Council established a two-year period beginning May 1, 2004 and ending April 30, 2006 for property owners to register illegal units as affordable housing units, based on the density bonus concept, which allows extra units in exchange for guaranteed affordability. Twelve (12) property owners applied to register their illegally built units. Three (3) have successfully registered with the Program. The remaining 9 applicants continue to work with staff on the applications. It is anticipated that some will not be eligible to register their units, some will, and some will be eligible to apply to the Second Unit program.

The purpose of monitoring these properties is to determine compliance with:

- (A) annual rent increase limits, and
- (B) continued income eligibility requirements of the tenants.

Procedure. Each property owner/manager received a verification form, 2006 Income Level chart, and a copy of the deed restriction describing the terms and conditions of approval. The verification forms require that the owner certify (by signature) that the tenant's income level is appropriate for the unit and that rent increases have been limited to once annually and does not exceed the limits as specified in their deed restriction. Property owners/managers must also submit proof of tenant income (income tax returns, paycheck stubs, etc.).

Results. As shown in the table below, 3 studio units are providing housing for 3 very low income residents. The average rent for these studio units is \$510 per month.

Table 3 - Registered Units 2006

General Location	Type of Unit	Income Level Served	Current Monthly Rent	No. of Tenants
Cedar St.	Studio	Very Low Income	\$533	1
19th St.	Studio	Very Low Income	\$525	1
Pine Ave.	Studio	Very Low Income	\$471	1
Total				3

Fees. The Illegal Housing Unit Registration Program allows for an annual monitoring fee of \$100 per approved property. The monitoring fees for these units total \$300.

CONCLUSION

Overall, the monitoring program was successful in that it reviewed the occupancy requirements of all 78 units and found that the majority of property owners were in compliance with the terms and conditions of their approvals. In the few instances where violations were discovered, staff is working diligently with property owners to remedy the situations.

It should be noted the Vista Point Apartments provide 48 new affordable units for seniors in Pacific Grove. These units are not monitored by the City through this monitoring program as they have extensive built-in monitoring requirements by the various funding sources, and appropriate provisions in the ground lease with the City of Pacific Grove.

This concludes the 2006 Affordable Housing Monitoring Program Report.

Dated: December 7, 2006

MEMORANDUM

May 11, 2006

To: Mayor and City Council, Planning Commission, Housing Committee
From: Community Development Director

Subject: 2006 INCOME GUIDELINES FOR HOUSING PROGRAMS (REVISED)

Please replace this memorandum with the one issued on April 18, 2006. In order for this table to be useful for all affordable housing programs available in the City the "lower income" level has been redefined and the percentages of the median income have been added so that there is no confusion on the definitions of the various income levels.

HOUSEHOLD SIZE	1	2	3	4	5	6
EXTREMELY LOW (30%)						
Annual	13,100	14,950	16,850	18,700	20,200	21,700
Monthly	1,092	1,246	1,404	1,558	1,683	1,808
30% of Monthly	328	374	421	468	505	543
VERY LOW INCOME (50%)						
Annual	21,800	24,900	28,050	31,150	33,650	36,150
Monthly	1,817	2,075	2,338	2,596	2,804	3,013
30% of Monthly	545	623	701	779	841	904
LOWER INCOME (60%)						
Annual	26,100	29,900	33,600	37,350	40,350	43,350
Monthly	2,175	2,492	2,800	3,113	3,363	3,613
30% of Monthly	653	748	840	934	1,009	1,084
LOW INCOME (80%)						
Annual	34,900	39,900	44,850	49,850	53,850	57,850
Monthly	2,908	3,325	3,738	4,154	4,488	4,821
30% of Monthly	873	998	1,121	1,246	1,346	1,446
MEDIAN INCOME (100%)						
Annual	43,500	49,800	56,000	62,200	67,200	72,200
Monthly	3,625	4,150	4,667	5,183	5,600	6,017
30% of Monthly	1,088	1,245	1,400	1,555	1,680	1,805
MODERATE (120%)						
Annual	52,200	59,700	67,100	74,600	80,600	86,500
Monthly	4,350	4,975	5,592	6,217	6,717	7,208
30% of Monthly	1,305	1,493	1,678	1,865	2,015	2,163


Jon Biggs
Community Development Director

cc: City Manager, Administrative Services, Director, CDD Staff



AGENDA REPORT

TO: PLANNING COMMISSION
FROM: COMMISSIONERS DAN MILLER & GARY SRADER
MEETING DATE: JANUARY 4, 2007
SUBJECT: SITE COVERAGE REGULATIONS

RECOMMENDATION

Suspend practice of excluding interlocking pavers or bricks set in sand from total site coverage calculations.

DISCUSSION

Over the past months we have been reviewing the City's codes governing site coverage. We have also reviewed the coverage definitions of other communities. We feel that two issues need to be addressed with respect to coverage. The first, there needs to be clear definitions for coverage and what is included or excluded. The second is that each specific zone district should include limits for building coverage and total site coverage (building footprint plus impervious surfaces).

Development of changes along these lines will eliminate current conflicts in the code and make for regulations that will be clear and easy to interpret. We have asked staff to work on identifying appropriate coverage definitions and coverage limits for the various zone districts in the City. However, we are mindful of the current resource limitations and staff may not be able to start work on this project in the near future.

In the interim, we are requesting that the Planning Commission support our recommendation that staff be directed to suspend its current practice of excluding interlocking pavers and bricks set in sand from the total site coverage for a project. We have witnessed a growing use of these materials in the city and feel their application is leading to a decrease in land available for trees, planted landscapes, and areas available for the percolation of water. Although discussions with staff revealed that these materials were excluded because of their permeability, advances in construction or installation methods and product development have reduced the level by which water can percolate through them and into underlying soils.

MINUTES OF THE PACIFIC GROVE ARCHITECTURAL REVIEW BOARD

SITE REVIEW

January 23, 2007
City Manager Conference Room
Pacific Grove City Hall
300 Forest Avenue, Pacific Grove
12:00 PM

Boardmembers Present: Jeff Becom
Darlene Billstrom
Scott Hall
Ken Hinshaw
Doug Howe
Maryanne L. Spradling

Absent: Dennis Tarmina, Chair

Staff: Biggs and Garcia

1. Public Comments

None

2. Agenda Item Presentations

Staff presented the projects on the Architectural Review Board Agenda and answered questions from Boardmembers.

3. Site Review

Boardmembers present visited:

310 Granite Street, except Boardmember Hinshaw
182 Laurel Avenue
726 Hillcrest Avenue, except Boardmember Hall

4. Adjournment

There being no further business, the meeting was adjourned in the field at 1:46 p.m.

MINUTES OF THE ARCHITECTURAL REVIEW BOARD MEETING

January 23, 2007
City Council Chambers
300 Forest Avenue, Pacific Grove
4:00 p.m.

Tape: 07-02

Boardmembers Present: Jeff Becom
Darlene Billstrom
Scott Hall
Ken Hinshaw
Doug Howe, Vice Chair
Maryanne L. Spradling

Absent: Dennis Tarmina, Chair

Staff: Biggs and Garcia

1. APPROVAL OF MINUTES

On a motion by Hall-Spradling, the Board voted 5-0-1, with Billstrom abstaining from the vote, to approve the minutes of the January 9, 2007, Architectural Review Board meeting.

2. COMMENTS FROM THE PUBLIC

None.

3. COMMUNICATIONS

None.

4. WRITTEN CORRESPONDENCE

None.

5. CITY COUNCIL ACTIONS

None.

6. PLANNING COMMISSION ACTIONS

Staff Reported.

7. SUBCOMMITTEE REPORTS

a. **Project Address: 1400 Pico Avenue**

Architectural Approval Application No. 3364-04 (Final) for a proposed new single-family residence. (Applicant: Eric Miller Architects)

Staff reported subcommittee approval of the entry gate, column details, stone, doors and windows.

Subcommittee: Hall and Howe

8. ITEMS WITHDRAWN

None.

9. REQUESTS FOR CONTINUANCE

BOARDMEMBER HOWE STEPPED DOWN BEFORE DISCUSSION OF THE NEXT ITEM TO DUE TO A FINANCIAL CONFLICT.

a. **Project Address: 125 Ocean View Boulevard (ATC)**

Architectural Approval Application No. 3615-06 (Final) for proposed replacement of the front and rear store windows in an existing commercial building. (Applicant: Foursome Development Company Chapter III)

On a motion by Billstrom-Hall, the Board voted 5-0 to continue the item to the March 27, 2007 Architectural Review Board meeting.

BOARDMEMBER HOWE RETURNED TO HIS SEAT.

10. CONSENT AGENDA

None.

11. REGULAR AGENDA

a. **Project Address: 182 Laurel Avenue**

Historic Preservation Permit Application No. 06-0212 and Architectural Approval Application No. 3597-06 for a proposed remodel and additions, including a partial second-story addition, to a one-story single-family residence that is included on the City's Historic Resources Inventory. The property has less than the minimum required number of off-street covered parking spaces; two are required and there is a one-car garage on the site. The existing garage encroaches into the required 8' west side yard setback and the garage eave is less than 3' from the west property

line. The project includes attaching the garage to the residence and reducing the length of the garage parking space to less than the minimum required 20'. (Applicant: Eric Miller Architects)

Community Development Director Biggs presented the staff report.

Eric Miller and Inez Barcan-Ellis, representing Eric Miller Architects, presented the project. John Miller, property owner participated in the discussion.

The Vice-Chair opened the public hearing.

There being no speakers, the Vice Chair closed the public hearing.

On a motion by Hinshaw-Billstrom, the Board voted 6-0 to refer the application back to the applicant for further study and continue the item to the February 13, 2007 Architectural Review Board meeting.

b. Project Address: 215 4th Street

Architectural Approval Application No. 3609-06 (Final) for a proposed remodel and additions to a single-family residence and carport. (Applicant: Eric Miller Architects)

Mark Ellis, representing Eric Miller Architects, answered questions from the Board.

On a motion by Billstrom-Hinshaw, the Board voted 6-0 to grant final approval. Approval is based on the standard finding for approval of an architectural approval application.

c. Project Address: 149 Monterey Avenue

Architectural Approval Application No. 3614-06 (Final) for a proposed new two-story single-family dwelling. Applicant: Jeanne C. Byrne, FAIA)

Jeanne C. Byrne, architect, answered questions from the Board.

On a motion by Billstrom-Hinshaw, the Board voted 6-0 to refer the application back to the applicant for further study and continue the item to the February 13, 2007 Architectural Review Board meeting.

d. Project Address: 985 Benito Court

Architectural Approval Application No. 3523-05 (Concept) for a proposed remodel and additions to a single-family residence. (Applicant: Evin Ollinger)

Evin Ollinger, property owner, presented designs.

On a motion by Billstrom-Hinshaw, the Board voted 6-0 to refer the application back to the applicant and continue the item to the February 13, 2007 Architectural Review Board meeting.

e. Project Address: 1333 Miles Avenue

Architectural Approval Application No. 3579-06 (Final) for proposed exterior alterations and second-story addition to a one-story single-family dwelling. (Applicant: Steve Mickel)

Steve Mickel, designer, answered questions from the Board.

On a motion by Hall-Becom, the Board voted 6-0 to grant final approval subject to subcommittee approval of the entry and garage door, outriggers and corner trim details, and window details. Approval is based on the standard finding for approval of an architectural approval application.

Subcommittee: Becom and Billstrom

BOARDMEMBER HALL STEPPED DOWN BEFORE DISCUSSION OF THE NEXT ITEM DUE TO A FINANCIAL CONFLICT.

f. Project Address: 726 Hillcrest Avenue

Architectural Approval Application No. 3626-06 for proposed first and second story additions to an existing two-story single-family dwelling. (Applicant: Adrian Lopez)

Adrian Lopez, designer, presented the project.

On a motion by Howe-Spradling, the Board voted 5-0 to grant concept approval.

BOARDMEMBER HALL RETURNED TO HIS SEAT.

BOARDMEMBER HINSHAW STEPPED DOWN AND LEFT THE MEETING BEFORE DISCUSSION OF THE NEXT ITEM DUE TO OWNING PROPERTY WITHIN 500 FEET.

g. Project Address: 310 Granite Street

Architectural Approval Application No. 3620-06 for a proposed two-story single-family dwelling with an attached one-car garage. (Applicant: William David Martin, AIA, & Associates)

David Martin, architect, presented the project.

Letter received:

Lois Bennett, 309 Willow Street, in opposition to the project.

Lois Bennett, 309 Willow Street, spoke in opposition to the project.

On a motion by Billstrom-Becom, the Board voted 4-1, with Howe voting no, to refer the application back to the applicant for further study and continue the item to the February 13, 2007 Architectural Review Board meeting.

12. REPORTS OF BOARDMEMBERS

None

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:20 p.m.

**JON BIGGS
ACTING SECRETARY**

*Building identified on the Pacific Grove Historic Resources Inventory.

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.

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.