



## CITY OF PACIFIC GROVE

300 FOREST AVENUE  
PACIFIC GROVE, CALIFORNIA 93950  
TELEPHONE (831) 648-3190 • FAX (831) 648-3184

### MINUTES OF SITE REVIEW MEETING ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, APRIL 22, 2008 – 12:00 P.M.

LOCATION: CITY HALL, CITY MANAGERS CONFERENCE ROOM  
(UPSTAIRS) – 300 FOREST AVENUE

**Board Members Present:** Jeff Becom, Darlene Billstrom, Ken Hinshaw, Doug Howe (Chair), Wilda Northrop, Maryanne L. Spradling (Vice Chair)

**Staff:** Associate Planner, Tricia Wotan; Senior Planner, Sheila Stains-Ramp, AICP; Senior Planner, Sarah Hardgrave; Chief Planner, Lynn Burgess, AICP

**1. Public Comments**

None.

**2. Agenda Item Presentations**

Staff presented the projects on the Architectural Review Board Regular Meeting agenda and answered questions from Board.

**3. Site Review**

Boardmembers visited the following sites:

- ❖ 419 Congress Avenue,
- ❖ 625 Ocean View Boulevard,
- ❖ 1240 Surf Avenue,
- ❖ 945 Cedar Avenue, and
- ❖ 1326 Miles Avenue.

**4. Adjournment**

There being no further business, the meeting was adjourned in the field at 2:15 p.m.



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### MINUTES OF REGULAR MEETING

#### ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, April 22, 2008 – **6:00 P.M.**

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

**1. CALL TO ORDER**

Meeting commenced at 6:04 p.m.

**2. ROLL CALL**

Architectural Review Board (ARB) members present:

Jeff Becom

Darlene Billstrom

Ken Hinshaw

Doug Howe, Chair

Wilda Northrop

Maryanne Larson Spradling, Vice Chair

Staff in attendance:

Associate Planner, Tricia Wotan (ARB staff)

Senior Planner, Sheila Stains-Ramp

Senior Planner, Sarah Hardgrave

Chief Planner, Lynn Burgess

**3. APPROVAL OF MINUTES**

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

→ **On a motion by Northrop/Spradling, the Board voted 6-0 to approve the April 8, 2008, ARB site review and regular hearing minutes.**

**4. COMMENTS FROM THE PUBLIC**

None received.

**5. COMMUNICATIONS**

None.

**6. WRITTEN CORRESPONDENCE**

None.

**7. CITY COUNCIL ACTIONS**

None.

**8. PLANNING COMMISSION ACTIONS**

None.

**9. SUBCOMMITTEE REPORTS**

- ❖ Project address 176 Lighthouse Avenue received subcommittee approval for wall detail.

**10. ITEMS WITHDRAWN OR TABLED**

None.

**11. REQUESTS FOR CONTINUANCE**

- ❖ Project Address: 1169 Presidio Boulevard, continued to the May 13, 2008 ARB hearing in order to perform further redesign on the project.
- ❖ Project Address: 226 Willow Street, continued to the May 13 ARB hearing in order to perform further redesign on the project.
- ❖ Project Address: 874 Gibson Avenue, continued to the May 13 ARB hearing in order to perform further redesign on the project.
- ❖ Project Address: 1249 Buena Vista Lane, continued to the May 13 ARB hearing in order to provide staking and flagging of the project.
- ❖ Project Address: 945 Cedar Avenue, continued requested to the May 13 ARB hearing in order to provide staking and flagging of the project.

**→ On a motion by Howe/Hinshaw, the Board voted 6-0 to continue these projects to the May 13, 2008 meeting.**

**12. CONSENT AGENDA**

**ARB member(s) requested that one Consent Agenda items, project address 625 Ocean View Boulevard, be moved to the Regular Agenda for further discussion.**

**→ On a motion by Hinshaw/Becom, the Board voted 6-0 to move project address 1326 Miles Avenue from the Regular Agenda to the Consent Agenda. No public comment was received concerning this project or its agenda change.**

**a. Project Address: 1326 Miles Avenue**

Architectural Approval Application No. 3764-08 for proposed accessory structure to a single-family dwelling. Applicant: Arthur and Jeanne Krener  
CEQA Status: Class 1 Categorical Exemption  
Staff reference: Senior Planner, Sheila Stains-Ramp

Recommended action: Discuss and take appropriate action.

**→ On a motion by Howe/Billstrom, the Board voted 6-0 on consent to grant final architectural approval. Approval is based on the standard findings and conditions for approval of an architectural approval application.**

### 13. REGULAR AGENDA

#### a. Project Address: 625 Ocean View Boulevard

Architectural Approval Application No. 3775-08 for a proposed exterior alteration to an existing multi-story hotel.

Applicant: Donovan Rittenbach, Allied Construction Services

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Donovan Rittenbach presented the project to and answered questions from the Board.

**→ On a motion by Billstrom/Spradling, the Board voted 6-0 to grant final architectural approval. Approval is based on the standard findings and conditions for approval of an architectural approval application.**

BOARD MEMBER BILLSTROM STEPPED DOWN PRIOR TO THE FOLLOWING ITEM.

#### b. Project Address: 419 Congress Avenue

Amend Architectural Approval Application No. 3768-08 for exterior alterations to an approved project for a single-family dwelling

Applicant: Juan Rosas of Juan The Builder & Associates, Inc., for the McMahan family

CEQA Status: Class 2 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Tom McMahan and Juan Rosas presented the project to and answered questions from the Board.

Public speaker:

Phil Costain, neighbor, spoke in support of the project.

**→ On a motion by Hinshaw/Becom, the Board voted 5-0 to grant final architectural approval, under conditions that the portion of the new dwelling in the previous location of the historic structure be clad in board and batten material and replicate the details of the original structure as closely as possible, that the salvaged materials from the historic structure be re-used to the greatest extent feasible, that shingles be allowed on the**

**portions of the structure that were not part of the previous historic structure, and that there be a subcommittee review of the condition of two historic double-hung windows that had been salvaged to determine the feasibility of their re-use in the structure. Approval is based on the standard findings and conditions for approval of an architectural approval application.**

BOARD MEMBER BILLSTROM RETURNED TO THE BOARD.

BOARD MEMBER HINSHAW STEPPED DOWN PRIOR TO THE NEXT ITEMS.

**c. Project Address: 691 Laurel Avenue (HRI)**

Architectural Approval Application No. 3721-07 for a proposed new roof configuration and first-story remodel and addition to an existing one-story single-family dwelling that is listed on the City's Historic Resources Inventory. Applicant: Steve Nannini, owner  
Continued from the 02/26/08, 03/11/08, and 03/25/08 ARB hearings.  
CEQA Status: Class 1 Categorical Exemption  
Reference: Associate Planner, Tricia Wotan

Steve Nannini presented the project to and answered questions from the Board.

No public comment was received. The Board discussed the project.

**→ On a motion by Billstrom/Northrop, the Board voted 5-0 to grant final architectural approval, with the condition that a subcommittee reviews the trim detail. Approval is based on the standard findings and conditions for approval of an architectural approval application.**

BOARD MEMBER HINSHAW RETURNED TO THE BOARD.

**d. Project Address: 1240 Surf Avenue**

Architectural Approval Application No. 3754-08 for proposed exterior additions to an existing single-family dwelling and new carport.  
Applicant: Ash R. Shoukry  
CEQA Status: Initial Study and Mitigated Negative Declaration prepared.  
Staff reference: Senior Planner, Sarah Hardgrave  
Recommended action: Discuss and take appropriate action.

Senior Planner Sarah Hardgrave clarified the CEQA status of the project, which is not considered categorically exempt due to the project location within an archaeologically sensitive area. An Initial Study and Mitigated Negative Declaration (IS/MND) have been prepared and a Notice of Intent was filed on April 18, 2008, initiating a 20-day review period. The ARB will be asked to take action on the IS/MND at the final project approval.

Ash Shoukry, owner, presented the project to and answered questions from the Board.

Public speaker:

John Bridges, neighbor, spoke in support of the project.

**→ On a motion by Howe/Becom, the Board voted 6-0 to grant conceptual architectural approval with the condition that the east elevation and front door entry cover be re-studied.**

**14. REPORTS OF BOARDMEMBERS**

None.

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

Chief Planner, Lynn Burgess, informed the Board of a joint meeting of the Historic Resources Committee and Planning Commission to be held April 30, 2008 to review proposed amendments to the Historic Preservation Chapter of the Zoning Code.

Chief Planner, Lynn Burgess, also informed the Board of recommendations by the Planning Commission to the City Council to reduce the number of ARB and HRC members from seven to five each and to modify the professional qualifications for membership on the ARB and HRC.

**16. ADJOURNMENT**

The hearing was adjourned at 7:38 p.m.

**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**

Decisions rendered by the Architectural Review Board may be appealed to the Planning Commission using a form available at the Community Development Department. The appeal form, plus an appeal fee, must be filed with the Community Development Department within 10 days (5 days in the case of a single-family dwelling in an R-1 zone as considered under the terms of subsection F. of Section 23.73.040 of the Municipal Code) of the action or decision being appealed. Notwithstanding the time limit for appeal set out in the above section, the Planning Commission and the City Council shall always have until their next regularly scheduled meeting following Architectural Review Board action to decide to review such action. No building permit pertaining to an Architectural Review Board action may be issued until the appeal period has passed.

Applicants are requested to contact the Building Department for building permit requirements. No sign approved by the Architectural Review Board shall be painted, erected, or otherwise installed until the appeal period has passed. **Any proposed exterior changes from approved plans**

**require Architectural Review Board review and approval.** There is a fee for design changes submitted after the architectural approval application has been granted final approval.

**STANDARD FINDING FOR APPROVAL OF AN ARCHITECTURAL APPROVAL APPLICATION**

The architecture and general appearance of the building(s) will be in keeping with the neighborhood and the completed project will not be detrimental to the orderly and harmonious development of the City nor impair the desirability of investment or occupation in the neighborhood.

**STANDARD CONDITIONS OF ARCHITECTURAL APPLICATION APPROVALS**

1. This approval shall be null and void if a building permit has not been applied for within one year from the date of approval. Application for extension of this approval must be made prior to the expiration date.
2. All construction must occur in strict compliance with the proposal as set forth in the application(s) for permits, subject to any special conditions. Any deviation from the approved plans must be reviewed and approved by the staff and may require Architectural Review Board approval.
3. The terms and conditions shall be perpetual, and it is the intention of the Architectural Review Board and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.
4. Review by the Public Works Department is required prior to issuance of the building permit. The applicant shall obtain an encroachment permit from the Public Works Department before undertaking any work in the Public way and prior to issuance of the building permit.

**JUDICIAL TIME LIMITS**

This serves as written notice that Pacific Grove Municipal Code Section 1.20.010 incorporates Section 1094.6 of the Code of Civil Procedure of the State of California and provides a ninety-day limitation for judicial review of any final administrative decision by the council, or any board, commissioner, or officer of the city.