



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, MAY 13, 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, Sarah Hardgrave; Senior Contract Planner, Patrick Kelly; 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:

- ❖ 226 Willow Street;
- ❖ 945 Cedar Avenue;
- ❖ 1169 Presidio Blvd; and,
- ❖ 1249 Buena Vista Avenue.

4. Adjournment

There being no further business, the meeting was adjourned in the field at 2:10 p.m.



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MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, May 13, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

Meeting commenced at 6:00 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, Sarah Hardgrave

Senior Contract Planner, Patrick Kelly

3. APPROVAL OF MINUTES

Minutes from April 22, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ **On a motion by Howe/Northrop, the Board voted 6-0 to approve the April 22, 2008, ARB site review and regular hearing minutes, with one revision to the regular hearing minutes - Item 13 c. Project Address 691 Laurel Avenue, shall be revised to state “The Board voted 4-1, with Howe voting no, to grant...”.**

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

Senior Planner Hardgrave reported that the Planning Department has released the Administrative Architectural Approval Procedures document to the public, and the information is available anytime from the Community Development Department.

6. WRITTEN CORRESPONDENCE

None.

7. CITY COUNCIL ACTIONS

None.

8. PLANNING COMMISSION ACTIONS

None.

9. SUBCOMMITTEE REPORTS

None.

10. ITEMS WITHDRAWN OR TABLED

None.

11. REQUESTS FOR CONTINUANCE

None.

12. CONSENT AGENDA

No items were considered for this agenda.

13. REGULAR AGENDA

a. Project Address: 1249 Buena Vista Lane

Architectural Approval Application No. 3769-08 for proposed remodel of a single-family dwelling with new entry/stair addition and deck.

Applicant: Jeffrey Kilpatrick, architect, for Robert Lis

Continued from the 04/22/08 ARB hearing.

CEQA Status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Patrick Kelly

Jeff Kilpatrick spoke to and answered questions from the Board.

No public comment was received.

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

b. Project Address: 1240 Surf Avenue

Architectural Approval Application No. 3754-08 for proposed exterior additions to an existing single-family dwelling, and adoption of Mitigated Negative Declaration.

Applicant: Ash R. Shoukry

CEQA Status: Mitigated Negative Declaration prepared

Staff reference: Senior Planner, Sarah Hardgrave

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

Public Comment:

A letter was submitted by John Bridges, neighbor, expressing concerns about construction hours and days, his suggestions to the Board in reviewing the mitigation measures for the Mitigated Negative Declaration.

→ **On a motion by Billstrom/Hinshaw, the Board voted 5-1, with Spradling voting no, to accept and approve the Mitigated Negative Declaration with the revised condition that construction work shall be limited to 7:30 a.m. through 5:30 p.m. Monday through Saturday (6 days per week) for the first month of construction, and 7:30 a.m. through 5:30 p.m. Monday through Friday (5 days per week), to the greatest extent possible, for the remainder of the construction period after the first month.**

→ **On a motion by Hinshaw/Billstrom, the Board voted 6-0 to refer the project back to the applicant for further study of several design elements including rake and railing details, restudy of the rear and side windows, roof, rake extension, front door elements, east elevation composition, and manufacturer cut sheets shall be provided for all proposed windows at the next hearing.**

c. Project Address: 945 Cedar Avenue

Architectural Approval Application No. 3490-05 for proposed new single-family dwelling.

Applicant: Cynthia Spellacy for Elva Perkins

Continued from the 04/22/08 ARB hearing.

CEQA Status: Class 3 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Cynthia Spellacy presented the project to and answered questions from the Board.

Public Comment:

Jennifer Keiner, neighbor, spoke in opposition to the project.

→ **On a motion by Billstrom/Hinshaw, the Board voted 6-0 to refer the project back to the applicant for further study.**

BOARD MEMBER HINSHAW STEPPED DOWN PRIOR TO THE NEXT ITEM.

d. Project Address: 226 Willow Street (HRI)

Architectural Approval Application No. 3773-08 for proposed exterior alterations to an existing single-family dwelling listed on the City's Historic Resources Inventory.

Applicant: Bruce Looram

Continued from the 04/08/08 and 04/22/08 ARB hearings.

CEQA Status: Class 31 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Bruce Looram presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Howe/Becom, the Board voted 5-0 to grant final architectural approval. Approval is based on the standard findings and conditions for approval of an architectural approval application.

BOARD MEMBER HINSHAW RETURNED TO THE BOARD.

e. Project Address: 874 Gibson Avenue

Architectural Approval Application No. 3736-07 for proposed addition of a second story and expansion of the first story to a single-family residence, and the addition of a detached, one-car garage with workshop and storage space.

Applicant: Joseph Rock, Architect, for the Higbie family

Continued from the 04/08/08 and 04/22/08 ARB hearing.

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Joseph Rock presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Spradling/Wilthrop, 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.

f. Project Address: 1169 Presidio Boulevard

Architectural Approval Application No. 3722-07 for proposed remodel and addition to an existing one-story, single-family dwelling, and Tree Permit No. 58253 for the removal of four (4) trees on-site.

Applicant: Ted Larson, Architect, for Dave Gross

Continued from the 02/26/08, 03/11/08, 03/25/08, and 04/08/08 ARB hearings.

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Ted Larson and Dave Gross presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Howe/Billstrom, the Board voted 6-0 to grant concept architectural approval with the necessary revisions to the roof and wall configuration to conform with the existing structure, and revisions to the carport configuration noted in the drawings. Approval is based on the standard findings and conditions for approval of an architectural approval application.

14. DISCUSSION REGARDING CHANGES TO THE BROWN ACT

Board to receive memo from David Laredo, City Attorney, regarding changes to the State of California Brown Act. Government Code Section 54957.5 has been amended by Senate Bill 343 of 2008. This law clarifies and expands the Brown Act requirement for public distribution of materials provided to any legislative body after the initial agenda packet is delivered.

Associate Planner Wotan presented the Brown Act changes to the Board.

15. REPORTS OF BOARDMEMBERS

Board Member Spradling stated that the Heritage House Awards were announced.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

None.

17. ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

Note: Minutes for the Architectural Review Board are available for review at the Community Development Department, 300 Forest Avenue, Pacific Grove.

THE CITY OF PACIFIC GROVE DOES NOT DISCRIMINATE AGAINST PERSONS WITH DISABILITIES. **THE CITY MANAGER'S CONFERENCE ROOM AND CITY COUNCIL CHAMBERS IN PACIFIC GROVE CITY HALL ARE ACCESSIBLE MEETING PLACES.** A LIMITED NUMBER OF DEVICES ARE AVAILABLE TO ASSIST THOSE WHO ARE HEARING IMPAIRED. IF YOU WOULD LIKE TO USE ONE OF THESE DEVICES, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT SECRETARY AT (831) 648-3190.

NOTICE TO APPLICANTS

Applicants or their representatives must be present at the meeting for which their item, **including those items on the Consent Agenda**, is scheduled. **If unable to attend, the applicant must submit a written request for continuance prior to the meeting. The item may be denied if continuance is not requested.**

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

Applicants are requested to contact the Building Department for building permit requirements. No sign approved by the Architectural Review Board shall be painted, erected, or otherwise installed until the appeal period has passed. **Any proposed exterior changes from approved plans require Architectural Review Board review and approval.** There is a fee for design changes submitted after the architectural approval application has been granted final approval.

STANDARD FINDING FOR APPROVAL OF AN ARCHITECTURAL APPROVAL APPLICATION

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

STANDARD CONDITIONS OF ARCHITECTURAL APPLICATION APPROVALS

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

JUDICIAL TIME LIMITS

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