



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, JUNE 10, 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, and Maryanne L. Spradling (Vice Chair)

Staff: Chief Planner, Lynn Burgess, AICP; Senior Planner, Sarah Hardgrave; Associate Planner, Tricia Wotan

- 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**
Board members visited the following sites:
 - ❖ 510 Carmel Avenue, and
 - ❖ 218 5th Street.
- 4. **Adjournment**
There being no further business, the meeting was adjourned in the field at 2 p.m.



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MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, June 10, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

Meeting commenced at 6:10 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:
 Chief Planner, Lynn Burgess
 Senior Planner, Sarah Hardgrave
 Associate Planner, Tricia Wotan

3. APPROVAL OF MINUTES

Minutes from May 27, 2008, Site Review and Regular Hearing were reviewed by the Board.

→ On a motion by Howe/Northrop, the Board voted 5-0 (with Spradling abstaining) to approve the May 27, 2008, ARB site review and regular hearing minutes, with one revision to Item 13 b. – revise motion to state subcommittee membership of “Hinshaw/Becom”.

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

None.

6. WRITTEN CORRESPONDENCE

None.

7. CITY COUNCIL ACTIONS

None.

8. PLANNING COMMISSION ACTIONS

None.

9. SUBCOMMITTEE REPORTS

- a. Project Address 440 Crocker Avenue: Staff reported that a final subcommittee approval was granted for window, roof, and railing details at this address.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

None.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

None.

13. CONSENT AGENDA

Board members moved project address 218 5th Street to the Regular Agenda to hold a public hearing and discuss the item.

14. REGULAR AGENDA

- a. **Project Address: 218 5th Street**

Architectural Approval Application No. 3790-08 for proposed roofing material change to a single-family dwelling.

Applicant: Jennifer Balesteri, Scudder Roofing

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Approval

Lupe Ruelas, Scudder Roofing, presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Hinshaw/Billstrom, the Board voted 6-0 to grant final architectural approval conditioned upon 1) notice being provided to current homeowners that the single-family dwelling at this address may “potentially be historic” and 2) a notice be placed in the property file

stating that this property may potentially be historic per the ARB 06/10/08, and that further improvements to the structure shall first be reviewed by the City's Historic Resources Committee. Architectural 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.

Applicant: Ash R. Shoukry

CEQA Status: Mitigated Negative Declaration approved 05/13/08 by ARB.

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action.

Ash Shoukry, owner, 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 final architectural approval with subcommittee review (Becom/Billstrom) of the deck front edge and rout iron and obscured glass details. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

c. Project Address: 1249 Buena Vista Avenue

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

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Robert Lis, owner, 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 final architectural approval with subcommittee review (Howe/Becom) of final railing details. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

d. Project Address: 412 Grove Acre Avenue

Architectural Approval Application No. 3765-08 for proposed remodel and addition to an existing single-family dwelling and new detached garage.
Applicant: David Dwight, Holdren Lietzke Architects, for Bileci family
CEQA status: Class 1 Categorical Exemption
Staff reference: Associate Planner, Tricia Wotan
Recommended action: Discuss and take appropriate action.

Craig Holdren, architect, presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Hinshaw/Spradling, the Board voted 6-0 to grant final architectural approval with subcommittee review (Howe/Becom) of window details. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

e. **Project Address: 510 Carmel Avenue**

Architectural Approval Application No. 3781-08 for proposed exterior alterations and remodel of a single-family dwelling.
Applicant: Terry Maddox, architect, for Schaffer family
CEQA status: Class 1 Categorical Exemption
Staff reference: Associate Planner, Tricia Wotan
Recommended action: Discuss and take appropriate action.

Donna Schaffer, owner, presented the project to and answered questions from the Board.

No public comment was received.

→ On a motion by Billstrom/Hinshaw, the Board voted 6-0 to refer the project back to the applicant for further study of the following elements: porch posts, porch eaves, railings, window types/materials/locations, garage door, front door, siding type (consider “smooth” textured materials) and trim (with no pattern); and the Board continued this agenda item, pending revised plans, to the next ARB hearing on 06/24/08.

BOARD MEMBER NORTHROP STEPPED DOWN PRIOR TO THE NEXT ITEM DUE TO OWNING PROPERTY WITHIN 500 FEET OF THE PROJECT ADDRESS.

f. **Project Address: 122 9th Street (HRI)**

Architectural Approval Application No. 3624-06 for proposed additions and exterior alterations to a two-story, nonconforming duplex listed on the City's Historic Resources Inventory. Historic Preservation Permit land use exceptions were granted for this project at the 06/12/07 ARB hearing.

Applicant: Charles and Kathleen Huff

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Charles Huff, architect/owner, presented the project to and answered questions from the Board.

Public Comment:

Susan Golbeck, neighbor at 117 9th Street, spoke in support of the project.

→ On a motion by Hinshaw/Billstrom, the Board voted 6-0 to grant final architectural approval with subcommittee review (Howe/Becom) of window details. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

BOARD MEMBER NORTHROP RETURNED TO THE BOARD.

15. REPORTS OF BOARDMEMBERS

None.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

(Reference: Chief Planner, Lynn Burgess, AICP)

None.

17. ADJOURNMENT

The meeting was adjourned at 8:10 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.