



CITY OF PACIFIC GROVE

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

DRAFT MINUTES OF SITE REVIEW MEETING ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, AUGUST 26, 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: 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:

- 144/146 16th Street,
- 1136 Balboa Avenue,
- 166 Seventeen Mile Drive,
- 505 Seventeen Mile Drive, and,
- 355 Bishop Avenue.

4. Adjournment

There being no further business, the meeting was adjourned in the field at 2:00 p.m.



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DRAFT MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, AUGUST 26, 2008 – **6:00 P.M.**

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

Meeting commenced at 6:05 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:

Lynn Burgess, Chief Planner

Sarah Hardgrave, Senior Planner

Tricia Wotan, Associate Planner

3. APPROVAL OF MINUTES

Minutes from August 12, 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 August 12, 2008, ARB site review and regular hearing minutes with a revision to the public comment for project address 1349 Pico Avenue.**

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

None.

6. WRITTEN CORRESPONDENCE
None.

7. CITY COUNCIL ACTIONS
Hardgrave reported on her Council presentation of proposed improvements to the Bath House in Lover’s Point Park, and noted that the developer has requested an opportunity for early design input from the ARB, which will be scheduled for late September/early October.

8. PLANNING COMMISSION ACTIONS
Burgess reported on the latest Planning Commission review of the revised Historic Preservation Ordinance.

9. SUBCOMMITTEE REPORTS
Staff reported the subcommittee final approval for project address **345 Seventeen Mile Drive**. Subcommittee approval was granted for window, porch, chimney, and garage door details.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS
None.

11. ITEMS WITHDRAWN OR TABLED
None.

12. REQUESTS FOR CONTINUANCE
None.

13. CONSENT AGENDA
Both items originally denoted on the Consent Agenda, project addresses 166 Seventeen Mile Drive and 874 Gibson Avenue, were moved to the Regular Agenda for discussion.

→ On a motion by Billstrom/Spradling, the Board voted 6-0 to move Regular Agenda Project Addresses 144/146 16th Street and 615 17th Street to the Consent Agenda.

a. Project Address: 144/146 16th Street

Architectural Approval Application No. 3801-08 for proposed rooftop furnace enclosure on an existing multi-family dwelling. This project is located in the Coastal Zone.
Applicant: Joseph Rock, architect,
CEQA status: Class 1 Categorical Exemption
Staff reference: Associate Planner, Tricia Wotan

b. Project Address: 615 17th Street

Architectural Approval Application No. 3715-07 for proposed remodel and addition to an existing single-family dwelling.
Applicant: Diane Kremer
CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

→ **On a motion by Billstrom/Becom, the Board voted 6-0 to grant final approval to the Consent Agenda as noted above.**

14. REGULAR AGENDA

a. Project Address: 166 Seventeen Mile Drive (HRI)

Architectural Approval Application No. 3811-08 for proposed roof material change to an existing single-family dwelling listed on the City's Historic Resources Inventory.

Applicant: Terrence and Barbara Zito

CEQA status: Class 31 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Terrence and Barbara Zito presented the project and answered questions from the Board. No further public comment was received.

→ **On a motion by Hinshaw/Northrop, the Board voted 5-1 (with Howe voting no) to grant final architectural approval. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

b. Project Address: 874 Gibson Avenue

Amendment to Architectural Approval Application No. 3736-07 for proposed window design change for a previously approved remodel and addition to an existing single-family dwelling.

Applicant: Joseph Rock, architect, for the Higbie family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Joseph Rock presented the project to and answered questions from the Board. Rock also presented a proposed front door change to the approved project. No further public comment was received.

→ **On a motion by Howe/Billstrom, the Board voted 5-1 (with Hinshaw voting no) to grant final architectural approval to the second-story window element design change proposed conditioned upon its roof element to extend to the left and die into the opposing roof's surface. Approval was not granted for the proposed front door design change. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

c. Project Address: 1136 Balboa Avenue

Architectural Approval Application No. 3784-08 for proposed second story addition and remodel to an existing single-family dwelling.

Applicant: Robert Mein, architect

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave
Recommended action: Discuss and take appropriate action.

Robert Mein presented the project to and answered questions from the Board.

Public comment:

Chris Houston, neighbor, spoke in opposition to the project on the basis of viewshed issues.

→ On a motion by Billstrom/Becom, the Board voted 5-1 (with Howe voting no) to continue the item to a date certain (ARB hearing scheduled for September 9, 2008) and to refer the project back to the applicant for further study of the roof pitch and plate heights, the garage size, placement, and setback, and the proposed window materials to utilize aluminum or fiberglass clad in lieu of vinyl, based on the statement of intent in Municipal Code 23.56.010.

CHAIR HOWE STEPPED DOWN FOR THE FOLLOWING ITEM DUE TO A PROFESSIONAL ASSOCIATION WITH THE PROPERTY OWNER. VICE CHAIR SPRADLING ASSUMED THE CHAIR FOR THIS ITEM.

d. Project Address: 355 Bishop Avenue

Architectural Approval Application No. 3794-08 for a proposed remodel to an existing single-family dwelling.

Applicant: Charles Williams, architect

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action.

Charles Williams presented the project to the Board. No further public comment was received.

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

CHAIR HOWE RETURNED TO THE BOARD.

e. Project Address: 505 Seventeen Mile Drive

Architectural Approval Application No. 3763-08 for proposed remodel and addition to an existing single-family dwelling.

Applicant: Hunter Eldridge, representative, for James Garcia

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Hunter Eldridge presented the project to and answered questions from the Board.

→ **On a motion by Northrop/Spradling, the Board voted 4-2 (with Becom and Howe voting no) to grant final architectural approval. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

15. **REPORTS OF BOARDMEMBERS**

Board Member Billstrom requested that ARB members attend the Planning Commission's continued review of the revised draft Historic Preservation Ordinance on September 4, 2008.

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

None.

17. **ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

Note: Materials regarding meeting agendas and 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

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.

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.

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.

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.