



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, OCTOBER 14, 2008 – 12:00 P.M.
LOCATION: CITY HALL, CITY MANAGERS CONFERENCE ROOM
(UPSTAIRS) – 300 FOREST AVENUE

Board Members present: Darlene Billstrom, Ken Hinshaw, Doug Howe (Chair), Wilda Northrop, and Maryanne L. Spradling (Vice Chair)

Board Member absent: Jeffrey Becom

Staff: 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:

- 620 Ocean View Boulevard.
- 160 15th Street,
- 245 Ocean View Boulevard,
- 1017 Forest Avenue,
- 147/149 Evans Avenue,
- 142 18th Street,
- 957 Syida Drive,
- 1007 Hillside Avenue, and,
- 919 Cedar Drive.

4. Adjournment

There being no further business, the meeting was adjourned in the field at 4 p.m.



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DRAFT MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, OCTOBER 14, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

The meeting commenced at 6:04 p.m.

2. ROLL CALL

Architectural Review Board (ARB) Members present:

Darlene Billstrom

Ken Hinshaw

Doug Howe, Chair

Maryanne Larson Spradling, Vice Chair

Wilda Northrop

ARB Members absent:

Jeff Becom

Staff in attendance:

Sarah Hardgrave, Senior Planner

Lynn Burgess, AICP, Chief Planner

3. APPROVAL OF MINUTES

Minutes from the September 23, 2008 ARB Site Review and Regular Meetings were reviewed by the Board. Board Member Spradling recommended that the last phrase of her comments on Item 14.h in the Regular Meeting minutes (top of page 8) be revised to read: *“Believes the new design will not appear larger than it does now from the vantage point of the recreational trail and thinks it will be a beautiful structure.”*

→ **On a motion by Howe/Spradling, the Board voted 5-0 to approve the September 23, 2008 ARB site review and regular meeting minutes.**

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

Staff reported on a final Subcommittee approval for project address 381 Laurel Avenue. Subcommittee approval was granted for lower level deck and fenestration details and window details.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

Staff reported on the Chief Planner's administrative approval for project address 687 Lighthouse Avenue at the September 26, 2008 administrative architectural review hearing.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

→ **On a motion by Howe/Billstrom, the Board voted to continue the following two projects to the next regularly scheduled ARB hearing on October 28, 2008.**

a. Project Address: 231 Central Avenue (HRI)

Architectural Approval Application No. 3670-07 for proposed addition of an attached one-car garage with guest quarters above, 175 square-foot addition to the second floor of the historic home, removal of exterior walls between the house and carport to allow for an addition of a driveway to a garage. The existing structure is listed on the City's Historic Resources Inventory. Item continued from the September 23, 2008, ARB hearing.

Applicant: Ted Larson, architect

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

b. Project Address: 310 8th Street and 314 8th Street

Architectural Approval Application No. 3780-08 for proposed exterior alterations to an existing multi-family dwelling. Item continued from the September 23, 2008, ARB hearing.

Applicant: Todd Porteous, project manager, for Arman Kooroshfar

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

13. CONSENT AGENDA

Board Member Hinshaw requested, and the ARB agreed, to move all consent items to the Regular Agenda.

14. REGULAR AGENDA

a. Project Address: 160 15th Street (HRI)

Architectural Approval Application No. 3812-08 for proposed addition of a new window and replacement of siding on an existing single-family dwelling listed on the City's Historic Resources Inventory

Applicant: Brian Winslow on behalf of Kim Simmons

CEQA status: Class 31 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Board Member Hinshaw stated that he wanted assurance that the proposed east-facing window and the proposed exterior siding match the existing building materials.

→ **On a motion by Howe/Hinshaw, the Board voted 5-0 to grant final architectural approval with the condition that a note be added to the plans stating that the east-facing window and exterior siding will match the existing building materials. The standard findings and conditions for approval of an architectural approval were also approved.**

BOARD MEMBER NORTHROP STEPPED DOWN FROM THE BOARD FOR THE NEXT ITEM.

b. Project Address: 245 Ocean View Blvd. (HRI)

Architectural Approval Application No. 3822-08 for proposed exterior siding replacement to be in keeping with the historic character of this existing single-family dwelling listed on the City's Historic Resources Inventory

Applicant: Michael and Stephanie Beckwith

CEQA status: Class 31 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Joe Luther, applicant representative, presented the project. The Board discussed the proposed exterior siding material and how it would interface with the window trim.

→ **On a motion by Hinshaw/Howe, the Board voted 4-0 to grant final architectural approval, with the condition that the exterior siding must duplicate or come as close as reasonably possible to duplicate the existing siding, subject to approval of a subcommittee. The standard findings and conditions for approval of an architectural approval were also approved. The subcommittee shall be comprised of Board Members Howe and Hinshaw.**

BOARD MEMBER NORTHROP RETURNED TO THE BOARD.

c. Project Address: 1017 Forest Avenue

Architectural Approval Application No. 3819-08 for proposed replacement of a cedar shake roof with a clay tile roof on an existing single-family dwelling.

Applicant: Miguel A. Estrada

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Miguel Estrada, owner, presented the project and rationale for changing the roof material from cedar shakes to tile. The Board discussed whether the tile roof would change the character of the building.

→ **On a motion by Howe/Northrop, the Board voted 4-1 (with Hinshaw dissenting) to grant final architectural approval, with the condition that a 2-piece tile be used in lieu of “S” tile. The standard findings and conditions for approval of an architectural approval were also approved.**

BOARD MEMBER NORTHROP STEPPED DOWN FROM THE BOARD FOR THE NEXT ITEM.

d. Project Address: 325 Central Avenue

Architectural Approval Application No. 3820-08 for proposed skylights on an existing church.

Applicant: Michael Brophy, on behalf of Young Koh

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Michael Brophy, applicant representative, presented the project. The Board discussed concerns with the number and location of the proposed skylights.

→ **On motion of Howe/Billstrom, the Board voted 5-0 to refer the project back to the applicant to add more building details to the elevations and site plan in order to provide better clarity as to the placement of the proposed skylights. By the same motion, the Board continued the item to October 28, 2008.**

BOARD MEMBER NORTHROP RETURNED TO THE BOARD.

e. Project Address: 147/149 Evans Avenue

Architectural Approval Application No. 3817-08 for proposed design change (amendment to Architectural Approval No. 3622-06) to increase the plate height in a second-story addition.

Applicant: James Robert Copsey on behalf of Patricia Peregrina

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

James Copsey, applicant representative, presented the project and answered questions from the Board. The Board discussed the proposed change in plate height.

→ On motion of Howe/Billstrom, the Board voted 4-1 (Hinshaw dissenting) to grant approval of an amendment to Architectural Approval No. 3622-06 to increase the plate height in the second-story addition to seven (7) feet.

f. Project Address: 1305 Miles Avenue

Architectural Approval Application No. 3806-08 for proposed enclosure of an existing carport into a garage on an existing single-family dwelling.

Applicant: Steve Hoffman

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Steve Hoffman, applicant, presented the project.

→ On motion of Hinshaw/Spradling, the Board voted 5-0 to grant architectural approval, subject to the standard findings and conditions for architectural approval applications.

g. Project Address: 142 18th Street (HRI)

Historic Preservation Permit Application No 08-0232 and Architectural Approval Application No. 3797-08 for a proposed first-story addition and remodel to an existing single-family dwelling that is listed on the City's Historic Resources Inventory and is located within the Coastal Zone. Per Code Section 23.68.050(d)(2), a single family residence having non-conforming setbacks must request and obtain approval of a use permit to allow an addition on the first floor while maintaining yards no less than existing yards. Per Code Section 23.76.060, certain exceptions to zoning requirements, including setbacks, may be requested through a Historic Preservation Permit from the Architectural Review Board in lieu of a use permit approval.

Applicant: Ted Larson, architect, for the Munch family

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Ted Larson, applicant representative, presented the project. Board members complimented Mr. Larson on the design of the project.

→ **On motion of Northrop/Hinshaw, the Board voted 5-0 to grant approval of Historic Preservation Permit Application No 08-0232 and final Architectural Approval Application No. 3797-08, subject to the staff-recommended findings and conditions in the Agenda Report.**

h. Project Address: 957 Syida Drive

Architectural Approval Application No. 3809-08 for proposed design changes to a previously approved demolition and reconstruction of a single-family dwelling. Item continued from the September 23, 2008, ARB hearing.

Applicant: Alan Young, owner

CEQA Status: Class 3 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Alan Young, owner, presented the project and referenced the window sample shown to the Board at the Site Review meeting earlier that day. The Board discussed the window and garage door design acceptable for this home.

→ **On motion of Howe/Spradling, the Board voted 3-2 (Billstrom and Hinshaw dissenting) to approve the proposed garage door design and the proposed vinyl windows with exterior muntins. Motion failed due to a lack of sufficient affirmative votes.**

→ **On motion of Hinshaw/Billstrom, the Board voted 5-0 to approve the proposed garage door design and to deny the proposed vinyl windows regardless of whether they have interior or exterior muntins.**

i. Project Address: 620 Ocean View Boulevard (Old Bath House at Lovers Point Park)

Architectural Approval Application No. 3726-07 for a proposed addition and remodel to an existing public building with restaurant and visitor serving/public recreation uses.

Applicant: David Prew, designer, on behalf of Enea Properties LLC

CEQA Status: Initial Study/Mitigated Negative Declaration prepared; Public Review Period is September 12, 2008, to October 13, 2008)

Staff reference: Senior Planner, Sarah Hardgrave

David Prew, applicant representative, presented revisions to the project including the new ADA lift design on the front elevation of the Bath House building, based on prior input from the ARB and the ADA Compliance Advisory Committee. Mr. Prew responded to questions from the Board, who expressed concern about the ADA lift being exposed to the elements, the need for the entry awnings to match the lower level and the need for an awning detail.

Senior Planner Sarah Hardgrave presented three alternatives for the exterior improvements within Lovers' Point Park. The ARB members provided input on the landscape plan alternatives and generally expressed a preference for Alternative #2.

→ **On motion of Billstrom/Spradling, the Board voted 5-0 to continue the item to the next regularly scheduled ARB hearing on October 28, 2008.**

j. Project Address: 310 8th Street and 314 8th Street

Architectural Approval Application No. 3780-08 for proposed exterior alterations to an existing multi-family dwelling. Item continued from the September 23, 2008, ARB hearing.

Applicant: Todd Porteous, project manager, for Arman Kooroshfar

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

The project was continued to the next regularly scheduled ARB hearing on October 28, 2008 under Agenda Item 12b.

k. Project Address: 1136 Balboa Avenue

Architectural Approval Application No. 3784-08 for proposed second-story addition and remodel to an existing single-family dwelling. Item continued from the September 23, 2008, ARB hearing.

Applicant: Robert Mein, architect

CEQA status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Bob Mein, architect and applicant's representative, presented the project with final details and finish materials. The Board discussed the project and asked questions of Mr. Mein.

→ **On motion of Howe/Northrop, the Board voted 5-0 to grant final architectural approval, subject to the standard findings and conditions for architectural approval applications.**

BOARD MEMBER SPRADLING STEPPED DOWN FROM THE BOARD FOR THE NEXT ITEM.

l. Project Address: 1349 Pico Avenue

Architectural Approval Application No. 3779-08 for proposed design changes to an approved addition and remodel project for an existing single-family dwelling. Item continued from the August 12, 2008, September 8, 2008, and September 23, 2008 ARB hearings.

Applicant: Terry Latasa, architect, for Youssef family

CEQA status: Adopted 2004 Environmental Impact Report and Mitigation Measures apply to newly proposed design changes; no subsequent EIR necessary per CEQA Article 11 Section 15162.

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Terry Latasa, architect and applicant's representative, presented the project with final details and finish materials. The Board discussed the project and asked questions of Mr. Latasa.

→ On motion of Howe/Hinshaw, the Board voted 4-0 to grant final architectural approval, subject to the standard findings and conditions for architectural approval applications and a subcommittee (Howe, Hinshaw) to review the clad beam detail.

m. Project Address: 1007 Hillside Avenue

Architectural Approval Application No. 3774-08 for a proposed new two-story single-family dwelling, and Tree Permit Application No. 2008327 for the removal of 19 trees. Item continued from the September 9, 2008, ARB hearing.

Applicant: Steven Krebs, Krebs Designs, on behalf of Bart Jovellana

CEQA Status: Class 3 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Derrek Simmens, applicant's representative, presented the project. The Board discussed the project and asked questions of Mr. Simmens.

No public comment was received at the meeting, although staff noted for the record the written correspondence received from Mr. Carl Munteer, which had been distributed to the ARB members at the site review.

→ On motion of Billstrom/Spradling, the Board voted 4-1 (Northrop dissenting) to grant the tree permit subject to subcommittee review and approval of the final list of trees to be removed and that no trees be cut until the issuance of a building permit, and to grant conceptual architectural approval, subject to the standard findings and conditions for architectural approval applications.

n. Project Address: 919 Cedar Street

Architectural Approval Application No. 3807-08 for proposed demolition of existing single-family dwelling and construction of a new single-family dwelling.

Applicant: Jeanne C. Byrne, FAIA, on behalf of Ben Shelkowski

CEQA Status: Class 3 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Jeanne Byrne, architect and applicant's representative, presented the project. The Board discussed the project and asked questions of Ms. Byrne. Property

owner Ben Shelkowski also spoke to the project. The Board noted concerns with the balance and integration of the windows, dormers and gables, for consideration in preparing the final plans.

→ **On motion of Billstrom/Spradling, the Board voted 4-1 (Howe dissenting) to grant concept architectural approval, subject to the addition of a chimney shroud and narrowing of the front windows, and based on the standard findings and conditions for architectural approval applications.**

15. REPORTS OF BOARDMEMBERS

Board member Billstrom noted that the Heritage Society would be sponsoring an ARB member for training in historic resource protection. She also made suggestions on the preparation and use of the Phase 1 Historic Assessments.

Board member Billstrom asked staff to investigate the windows that had been installed at 147/149 Evans and to remedy whether they matched the windows that had been approved by the ARB.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Chief Planner, Lynn Burgess, AICP, noted that on October 23, 2008, the Planning Commission would be holding a special meeting on proposed revisions to the Historic Preservation Ordinance and would be likely making a recommendation to the City Council.

17. ADJOURNMENT

The meeting was adjourned at 10:05pm.

Note: Materials for this agenda, and copies of previous meeting agendas and minutes for the Architectural Review Board, are available for review at the Community Development Department, 300 Forest Avenue, Pacific Grove. Materials related to an item on this Agenda submitted to the Architectural Review Board after distribution of the agenda packet are available for public inspection at the Community Development Department, 2nd Floor of City Hall, during normal business hours (8 a.m. – 2 p.m.) and can be requested for review at the Business Desk, 1st Floor of City Hall, from 2 p.m. – 5 p.m. Materials can also be requested of staff during the Architectural Review Board hearing.

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.

STANDARD FINDING FOR APPROVAL OF A SIGN PERMIT APPLICATION

The proposed sign effectively conveys the business type and identity to the public and possesses pleasing elements of design that protects and enhances the architectural character and harmony of the community, buildings, and neighborhood in which it is located.

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.