



CITY OF PACIFIC GROVE

300 FOREST AVENUE
PACIFIC GROVE, CALIFORNIA 93950
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MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, OCTOBER 28, 2008 – 6:00 P.M.

LOCATION: CITY HALL, COUNCIL CHAMBERS – 300 FOREST AVENUE

1. CALL TO ORDER

The meeting commenced at 6:00 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

Karen Vaughn, Senior Planner

Tricia Wotan, Associate Planner

3. APPROVAL OF MINUTES

Minutes from the October 14, 2008, ARB Site Review and Regular Meeting were reviewed by the Board.

→ **On a motion by Billstrom/Northrop, the Board voted 5-0 to approve the October 14, 2008 ARB site review and regular meeting minutes.**

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

- a. **Upcoming special meeting:** Wotan announced that a result of the next regularly scheduled ARB hearing falling on a City holiday, a special meeting/hearing of the ARB is scheduled for Thursday, November 13, 2008, at 6:00 p.m., and that continuances from today's hearing may be continued to the special meeting date of Thursday, November 13, 2008, or another regular meeting date as noted.

6. WRITTEN CORRESPONDENCE

None.

7. CITY COUNCIL ACTIONS

None.

8. PLANNING COMMISSION ACTIONS

- a. **Update on 620 Ocean View Boulevard (Old Bath House at Lovers Point Park):** Hardgrave reported that the Commission approved the Use Permit and Variance for expanded restaurant use, recreational vendors, public restrooms in the building known as the Bathhouse as well as exterior park improvements in Lover's Point Park including ADA access improvements and other park enhancements, and Commission approved the expansion of an existing non-conforming restaurant use, with recommended findings and conditions on the approval. Hardgrave stated the project would next be coming before the ARB at their special hearing on November 13, 2008.

9. SUBCOMMITTEE REPORTS

None.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

None.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

→ **On a motion by Hinshaw/Howe, the Board voted 5-0 to continue the following project to the special ARB hearing scheduled for November 13, 2008.**

- a. **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
Recommended action: Discuss and take appropriate action.

Staff requested a continuance to the special ARB hearing scheduled for Thursday, November 13, 2008, due to the need for additional items to be submitted for review.

13. CONSENT AGENDA

The Board unanimously requested to move project address 434 Beaumont Avenue to the Consent Agenda. The Chair asked the public if anyone wished to speak on the item. No public comment was requested.

→ On a motion by Billstrom/Hinshaw, the Board voted 5-0 to move project address 434 Beaumont Avenue to the Consent Agenda.

a. Project Address: 434 Beaumont Avenue

Architectural Approval Application No. 3792-08 for proposed removal of an existing detached garage and office structure and the reconstruction of a detached garage accessory to the existing single-family dwelling.

Applicant: Louis Ptak

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

→ On a motion by Hinshaw/Billstrom, the Board voted 5-0 to grant final approval to the Consent Agenda as noted above.

14. REGULAR AGENDA

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

a. Project Address: 325 Central Avenue

Architectural Approval Application No. 3820-08 for proposed skylights on an existing church. This item was continued from the October 14, 2008 ARB hearing.

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 to and answered questions from the Board. No further public comment was received.

The Board again discussed concerns with the plans as drawn, the number and location of the proposed skylights, and the need for further information from the applicant.

- **On motion of Hinshaw/Billstrom, the Board voted 4-0 to refer the project back to the applicant for further study with regard to the placement of the skylights on the structure, the size of all the proposed skylights, and in order for the applicant to provide accurately illustrated and dimensioned plans of the project being proposed. By the same motion, the Board continued the item to the Thursday, November 13, 2008, special ARB hearing.**

BOARD MEMBER NORTHROP RETURNED TO THE BOARD.

b. Project Address: 520 12th Street (HRI)

Historic Preservation Permit Application No. 08-0233 and Architectural Approval Application No. 3802-08 for proposed remodel and additions to an existing single-family dwelling, including the addition of a bay window, dormers, a wood deck, and a one car garage. The existing structure is a single-family dwelling that is listed on the City's Historic Resources Inventory with non-conforming setbacks. The proposed new dormers and bay window would encroach into the setback area. 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 or variance approval when such exception is necessary to permit the preservation or restoration of, or improvements to, a building listed on the historic resources inventory.

Applicant: James N. Smith, Architect, for Montalvo family

CEQA status: Class 31 Categorical Exemption

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action.

Hardgrave presented a staff report to the Board.

James Smith presented the project to and answered questions from the Board. No further public comment was received.

- **On motion by Hinshaw/Billstrom, the Board voted 5-0 to grant approval of the Historic Preservation Permit as presented with the recommended findings and conditions as stated in the staff report.**
- **On a motion by Hinshaw/Northrop, the Board voted 5-0 to grant conceptual architectural approval. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

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

c. Project Address: 1771 Sunset Avenue

Architectural Approval Application No. 3733-07 for a proposed demolition of the existing single-family dwelling and the construction of a new single-family dwelling.

Applicant: Eric Miller Architects, on behalf of Randal and Deborah White

CEQA status: Mitigated Negative Declaration

Staff reference: Senior Planner, Sarah Hardgrave

Recommended action: Discuss and take appropriate action with regard to the Mitigated Negative Declaration and the proposed project.

Hardgrave presented a staff report to the Board.

Eric Miller presented the project to and answered questions from the Board.

Chair Howe noted that the Board received a comment letter from Valerie Lobe who expressed concerns with regard to protection of the biological resources on the site.

Further Public Comment:

Maryanne Spradling expressed concerns about discrepancies between the two biological reports prepared for the project.

Tom Moss, project biologist, described the biological reports that had been completed and provided clarity with regard to the content of the reports. He also spoke to the siting of the proposed structure and overall project components.

→ On a motion by Billstrom/Northrop, the Board voted 4-0 to adopt the Mitigated Negative Declaration subject to all mitigation measures.

→ On a motion by Billstrom/Hinshaw, the Board voted 4-0 to grant conceptual architectural approval based on Architectural Guideline 27. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

BOARD MEMBER SPRADLING RETURNED TO THE BOARD.

d. Project Address: 231 Central Avenue (HRI)

Architectural Approval Application No. 3670-07 for Historic Preservation Permit Application No. 08-0238 and Architectural Approval Application No. 3670-07 for a proposed two-story second dwelling addition to an existing single-family dwelling site, and the remodel of the existing, non-conforming single-family dwelling. The project will result in the existence of a two-family dwelling on this parcel that will have less off-street parking than required per Code Section 23.26.090(b). The existing structure is a single-family dwelling that is listed on the City's Historic Resources Inventory. The existing structure

has non-conforming setbacks and parking. Per Code Section 23.68.050(e), a multi-family dwelling having existing non-conforming aspects must request and obtain approval of a use permit or variance if it is to be improved, altered or repaired and will increase floor area, expand an existing non-conformity, or create any new non-conformities. Per Code Section 23.76.060, certain exceptions to zoning requirements, including setbacks and parking, may be requested through a Historic Preservation Permit from the Architectural Review Board in lieu of a use permit or variance approval. This item was continued from the September 23, 2008, and October 14, 2008 ARB hearings.

Applicant: Ted Larson, architect, for Casey McBrian

CEQA status: Class 31 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Ted Larson presented the project to and answered questions from the Board. No further public comment was received.

- **On motion by Billstrom/Hinshaw, the Board voted 5-0 to grant approval of the Historic Preservation Permit as presented with the recommended findings and conditions as stated in the staff report.**
- **On a motion by Billstrom/Hinshaw, the Board voted 5-0 to grant both concept and final architectural approval with the condition that this approval supersede the concept approval granted in December 11, 2007, when this project's description was improperly noticed. By the same motion, the Board designated a subcommittee of Howe and Spradling to review 1) the reconstruction, plans, and details of the carport walls, carport roof connections, and structural and drainage issues related to the newly proposed carport configuration. The Board stated these items must be provided to the Planning Department for subcommittee review in 30 days, or the item must return to the ARB at hearing. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.**

e. Project Address: 1169 Presidio Boulevard

Architectural Approval Application No. 3797-08 and Tree Permit No. 58253 for a proposed remodel and one-story addition to a one-story, single-family dwelling, and the removal of four (4) trees on-site.

Applicant: Ted Larson, architect, for Dave Gross

CEQA status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Ted Larson presented the project to and answered questions from the Board. No further public comment was received.

- **On a motion by Hinshaw/Northrop, the Board voted 5-0 to grant final architectural approval since this project demonstrates good neighborhood compatibility, and stated this approval is subject to subcommittee review**

by Hinshaw/Howe of the carport details and drawings. By the same motion, the board granted approval of the tree permit, with the exception that tree no. 1 must be retained, with all applicable tree conditions and mitigation measures. The Chair stated these items must be provided to the Planning Department for subcommittee review in 30 days, or the item must return to the ARB at hearing. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

f. 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. This item was continued from the September 23, 2008, and October 14, 2008 ARB hearings.

Applicant: Todd Porteous, project manager, for Arman Kooroshfar

CEQA Status: Class 1 Categorical Exemption

Staff reference: Associate Planner, Tricia Wotan

Recommended action: Discuss and take appropriate action.

Todd Porteous presented the project to and answered questions from the Board. No further public comment was received.

→ On a motion by Spradling/Hinshaw, the Board voted 5-0 to refer to the project back to the applicant for further study and continued the project hearing to the special ARB hearing scheduled for Thursday, November 13, 2008.

g. Project Address: 883 Sinex Avenue

Architectural Approval Application No. 3823-08 for reposition of proposed utility building to be in-line with proposed garage, and reduce overall utility building footprint.

Applicant: John Wood

CEQA Status: Class 3 Categorical Exemption

Staff reference: Senior Planner, Karen Vaughn

Recommended action: Discuss and take appropriate action.

John Wood presented the project to and answered questions from the Board. No further public comment was received.

→ On a motion by Howe/Hinshaw, the Board voted 5-0 to grant final architectural approval based on the roof model submitted demonstrating three separate ridgelines. Architectural approval is based on the standard findings and conditions for approval of an architectural approval application.

15. REPORTS OF BOARDMEMBERS

Board member Billstrom noted that the Heritage Society will be sponsoring Chair Howe to attend the upcoming two California Preservation Foundation historic preservation workshops in San Francisco in November 2008. Senior Planner Karen Vaughn noted she will be attending for the Community Development Department, as well.

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

None.

17. ADJOURNMENT

The meeting was adjourned at 8:40 p.m..

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.