



CITY OF PACIFIC GROVE

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

MINUTES OF REGULAR MEETING

ARCHITECTURAL REVIEW BOARD

DATE & TIME: TUESDAY, NOVEMBER 25, 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:

Jeff Becom
Darlene Billstrom
Ken Hinshaw
Doug Howe, Chair
Wilda Northrop

ARB Members absent:

Maryanne Larson Spradling, Vice Chair

Staff in attendance:

Karen Vaughn, Senior Planner
Sarah Hardgrave, Senior Planner

3. APPROVAL OF MINUTES

Minutes from the November 13, 2008, Special ARB Site Review and Special Meeting were reviewed by the Board.

→ **On a motion by Billstrom/Northrop, the Board voted 5-0 to approve the November 13, 2008, Special ARB site review and special meeting minutes as presented.**

4. COMMENTS FROM THE PUBLIC

None.

5. COMMUNICATIONS

- a. **Upcoming holiday schedule:** The second ARB hearing in December falls on Tuesday December 23, 2008. Since this meeting is scheduled during Christmas week, staff suggests discussion on whether to cancel the meeting. Continuances from the December 9, 2008 meeting would be scheduled for Tuesday January 6, 2009, or another regular meeting date as noted.

→ **On a motion by Billstrom/Hinshaw, the Board voted 5-0 to approve the cancel the December 23, 2008 ARB meeting.**

****Please note that the next regularly scheduled ARB meeting will be on Tuesday January 13, 2009, and was misstated as being January 6, 2009.**

6. WRITTEN CORRESPONDENCE

None.

7. CITY COUNCIL ACTIONS

None.

8. PLANNING COMMISSION ACTIONS

None.

9. SUBCOMMITTEE REPORTS

Senior Planner, Sarah Hardgrave read the following subcommittee approvals into the record:

- a. **1007 Balboa Ave**, AA No. 3803-08 - window casing and trim detail approved.
- b. **1240 Surf Avenue**, AA No. 3754-08 - deck and railing details approved.
- c. **1013-1019 David Avenue**, AA Nos. 3749-08, 3750-08, 3751-08, & 3761-08 – eave, hinge, and rafter details approved.

Subcommittee review approval was not granted for the following projects, which staff recommends be agendized for the December 9, 2008 ARB meeting:

- a. **1169 Presidio**, AA No. 3797-08 - subcommittee member Hinshaw requested the subcommittee submittal of carport details be brought back to the full Board.
- b. **245 Ocean View Boulevard**, AA No. 3822-08, subcommittee member Hinshaw did not find sample of siding materials to closely enough match the existing historic siding, and staff recommends the item be brought back before the full ARB at the December 9, 2008 regular meeting due to lack of subcommittee approval.

10. ADMINISTRATIVE ARCHITECTURAL APPROVALS

Senior Planner Karen Vaughn noted that an Administrative Hearing is scheduled for

Monday December 1, 2008.

11. ITEMS WITHDRAWN OR TABLED

None.

12. REQUESTS FOR CONTINUANCE

Senior Planner Karen Vaughn noted that the applicant for project address 224 5th Street had requested a continuance.

a. Project Address: 224 5th Street (HRI)

Architectural Approval Application No. 3844-08 for design change of a proposed addition to the rear of a single family dwelling that is listed on the City's Historic Resources Inventory. The applicant previously received final approval on the proposed addition (AA 3560-06 on 4/25/06, amended 9/26/06). The applicant received approval for Historic Preservation Permit No. 08-0237 on November 13, 2008 for existing non-conforming setbacks and a reduced rear yard setback of 8 feet. The applicant has reconfigured the proposed addition to conform with the approved 8 foot rear yard setback.

Applicant: Jesse Williams, Peter Moppert, on behalf of Laidlaw Williams

CEQA status: Class 31 Categorical Exemption

Staff reference: Senior Planner, Karen Vaughn

Recommended action: Discuss and take appropriate action.

→ **Board granted continuance of Regular Agenda Item A., 224 5th Street to Tuesday January 6, 2008.**

****Please note that the next regularly scheduled ARB meeting will be on Tuesday January 13, 2009, and was misstated as being January 6, 2009. The applicant for 224 5th Street has been advised.**

13. CONSENT AGENDA

→ **On a motion by Billstrom/Becom, the Board voted 5-0 to move project address 802 Mermaid Avenue to the Consent Agenda.**

a. Project Address: 802 Mermaid Avenue

Architectural Approval Application No. 3832-08 for proposed modifications to outdoor deck railing, delete one window, and modify one window from previously approved plans (AA 3501-05 approved 8/10/06).

Applicant: Joseph Rock, architect for Connie Wolzinger

CEQA status: Mitigated Negative Declaration

Staff reference: Senior Planner, Karen Vaughn

Recommended action: Discuss and take appropriate action.

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

14. REGULAR AGENDA

a. Project Address: 431 Pine Street (HRI)

Architectural Approval Application No. 3830-08 for proposed window replacements for a single family dwelling that is listed on the City's Historic Resources Inventory.

Applicant: Julie Young, on behalf of Rory Fisher

CEQA status: Class 31 Categorical Exemption

Staff reference: Senior Planner, Karen Vaughn

Recommended action: Discuss and take appropriate action.

Applicant representatives Julie Young and Michael Simons spoke to the project and responded to questions from the Board.

→ **On a motion by Hinshaw/Northrop, the Board voted 5-0 to grant final architectural approval for the window replacements per the Architectural Review Guidelines for Windows No. 2, subject to subcommittee (Becom and Hinshaw) review and approval of fully detailed and dimensioned window specifications. Hinshaw recommended a 3 ¼" bottom rail, 2 ¼" side rails, and trim to match that of the existing historic windows (wide and protruding).**

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. This item was continued from the September 23, 2008, October 14, 2008, October 28, 2008, and November 13, 2008 ARB hearings.

Applicant: Todd Porteous, project manager, for Arman Kooroshfar

CEQA Status: Class 1 Categorical Exemption

Staff reference: Senior Planner, Karen Vaughn

Recommended action: Discuss and take appropriate action.

Todd Porteous, applicant representative, spoke to the project and responded to questions from the Board.

Board member Hinshaw made a motion to approve the project with a subcommittee to achieve plot plan consistency with the elevations as discussed and to remove the roof extension. After further discussion by the Board, member Hinshaw withdrew his motion.

→ **On a motion by Billstrom/Howe, the Board voted 5-0 to grant final architectural approval for the exterior alterations, subject to subcommittee (Billstrom and Howe) review and approval of corrected plan sets which depict the balcony/deck, roof eave projection and**

support posts extending out as far as possible over the stairs (projecting a minimum 18 inches but without interfering with the stairway entry), the stairs narrowed by at least 1 foot.

15. REPORTS OF BOARDMEMBERS

Chair Howe inquired about the windows installed at 147/149 Evans Avenue that had not matched the ARB's approval and what had been the follow up. Senior Planner Hardgrave responded that the situation had been referred to the Building Inspector and should be remedied.

Member Becom inquired about the status of the amendments to the Historic Preservation Ordinance. Member Billstrom responded that the Planning Commission was still deliberating and that their next hearing on the matter would likely occur at the second meeting in December (December 18, 2008).

16. REPORTS OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Senior Planner Sarah Hardgrave distributed a memorandum from the City Attorney to the City Council and other interested parties regarding the status of *Butler v. City of Pacific Grove*, Case No. M80144, relating to the status of a historic home located at 837 Ocean View Boulevard.

Senior Planner Sarah Hardgrave discussed the Architectural Review Guidelines and the need for the ARB to refer to these guidelines in taking their actions on projects.

17. ADJOURNMENT

The meeting was adjourned at 7:00 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.