

**AGENDA SUMMARY
ARCHITECTURAL REVIEW COMMITTEE MEETING
MONDAY, JUNE 6, 2016
2:30 P.M.
CITY HALL 2ND FLOOR CONFERENCE ROOM
300 E. BRANCH STREET, ARROYO GRANDE**

1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE:

4. COMMUNITY COMMENTS AND SUGGESTIONS:

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions. Comments should be limited to those matters that are within the jurisdiction of the Architectural Review Committee (ARC). The Brown Act restricts the ARC from taking formal action on matters not scheduled on the agenda.

5. APPROVAL OF MINUTES:

5.a. CONSIDERATION OF APPROVAL OF MINUTES

Recommended Action: Approve the minutes of the May 2, 2016 meeting.

Documents: [Draft MINUTES 5-2-16.pdf](#)

6. PROJECTS:

Members of the public may speak on any of the following items when recognized by the Chair.

6.a. CONSIDERATION OF TENTATIVE PARCEL MAP 15-001 AND PLANNED UNIT DEVELOPMENT 15-001; SUBDIVISION OF ONE (1) LOT INTO FOUR (4) LOTS AND CONSTRUCTION OF FOUR (4) ONE-BEDROOM SINGLE-FAMILY ATTACHED RESIDENCES; LOCATION - 1177 ASH STREET; APPLICANT - JEFFREY EMRICK

Recommended Action: It is recommended that the Architectural Review Committee review the proposed project and make a recommendation to the Planning Commission.

Documents: [ARC 06.a. TPM 15-001 PUD 15-001 1177 Ash Street.pdf](#)

6.b. CONSIDERATION OF CONDITIONAL USE PERMIT NO. 15-008 AND VARIANCE NO. 16-002; LOCATION - PUESTA DEL SOL (RESERVOIR NO. 5); APPLICANT - VERIZON WIRELESS; REPRESENTATIVE - TRICIA KNIGHT

Recommended Action: It is recommended that the Architectural Review Committee consider the proposed project and make a recommendation to the Planning Commission.

Documents: [ARC 06.b. CUP 15-008 VAR 16-002 Puesta Del Sol.pdf](#)

7. DISCUSSION ITEMS:

7.a. MODIFICATION OF ARCHITECTURAL REVIEW COMMITTEE BY-LAWS

Documents: [ARC 07.a. ARC By-laws.pdf](#)

8. COMMITTEE COMMUNICATIONS:

Correspondence/Comments as presented by the Architectural Review Committee.

9. STAFF COMMUNICATIONS:

Correspondence/Comments as presented by City staff.

10. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Architectural Review Committee within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Community Development Department, 300 East Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

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ACTION MINUTES

**REGULAR MEETING OF THE ARCHITECTURAL REVIEW COMMITTEE
MONDAY, MAY 2, 2016
CITY HALL SECOND FLOOR CONFERENCE ROOM, 300 EAST BRANCH STREET
ARROYO GRANDE, CA**

1. CALL TO ORDER

Chair Hoag called the Regular Architectural Review Committee meeting to order at 2:30 p.m.

2. ROLL CALL

ARC Members: Committee Members Warren Hoag, Michael Peachey, Mary Hertel, John Rubatzky, and Bruce Berlin were present.

City Staff Present: Community Development Director Teresa McClish, Planning Manager Matt Downing and Planning Interns Patrick Holub and Sam Anderson were present.

3. FLAG SALUTE

Michael Peachey led the Flag Salute.

4. COMMUNITY COMMENTS AND SUGGESTIONS

The Committee agreed to move items 6.b. and 6.c. ahead of item 6.a.

5. APPROVAL OF MINUTES

Mary Hertel made a motion, seconded by Michael Peachey, to approve the minutes of April 18, 2016 with the following modification: Page 2, eighth paragraph, should read, "1. Shift the new house towards the rear of the lot five feet (5') as long as this does not harm the Oak tree at the rear of the property; 2. Reduce the width of the driveway along the existing house in order to increase landscaping."

The motion passed on a 3-0-2 voice vote with Bruce Berlin and John Rubatzky abstaining.

6. PROJECTS

6.b. CONSIDERATION OF DESIGN GUIDELINES FOR TENTATIVE TRACT MAP 01-001; FIFTEEN (15) NEW SINGLE-FAMILY RESIDENCES AT TRACT 1998 (MEADOWS AT RANCHO GRANDE); LOCATION – TERMINUS OF NEW ROAD – BLOSSOM VALLEY ROAD OFF LA CANADA; APPLICANT – DON RITTER (Anderson)

Michael Peachey recused himself at 2:47 p.m.

Planning Intern Anderson presented the project.

Planning Intern Anderson responded to questions from the Committee regarding page number references and landscaping.

Don Ritter, applicant, and Jason Tyra, representative, spoke in support of the project and responded to questions from the Committee regarding landscape structures, view corridors, and floor area ratio calculations.

The Committee provided comments on the project regarding using consistent map scales, increasing detailing on rear building elevations, and showing compliance with State Model Water Efficient Landscape Ordinance.

Warren Hoag made a motion, seconded by Bruce Berlin, to recommend approval of the Design Manual to the Community Development Director with the following considerations:

1. Reconsider the use of fescues in favor of more drought-tolerant grasses or lawn alternatives.
2. Ensure consistency throughout the document in regards to Engineer's (1:10) scale.
3. Encourage the use of different garage door windows.
4. Increase detailing at rear building elevations.
5. Clarify the difference between floor area ratio and building size and how the two are calculated.
6. Ensure and demonstrate compliance with State Model Water Efficient Landscape Ordinance.

The motion carried on a 4-0-1 voice vote with Michael Peachey recused.

Chair Hoag called for a break at 4:04 p.m. The Committee reconvened at 4:07 p.m. Michael Peachey returned to the Committee at 4:07 p.m.

6.c. CONSIDERATION OF ADMINISTRATIVE SIGN PERMIT 16-013; NEW SIGNS FOR A NEW BUSINESS; LOCATION – 103 EAST BRANCH STREET; APPLICANT – LANCE GONZALEZ (Holub)

Planning Intern Holub presented the project.

Planning Intern Holub responded to questions from the Committee regarding previous signage.

Lance Gonzalez, applicant, spoke in support of the project and responded to questions from the Committee.

The Committee provided comments in support of the project regarding bordering and color schemes.

Bruce Berlin made a motion, seconded by John Rubatzky, to recommend approval of the project to the Community Development Director with the following consideration:

1. The applicant shall add a dimensional border to the Medium-density Overlay (MDO) sign on the eastern wall.

The motion carried on a 5-0 voice vote.

Chair Hoag called for a break at 4:27 p.m. The Committee reconvened at 4:31 p.m.

6.a. CONTINUED CONSIDERATION OF STAFF PROJECT NO. 16-003; EAST BRANCH STREETSCAPING PRELIMINARY ALTERNATIVES; LOCATION – EAST BRANCH STREET BETWEEN MASON STREET AND PAULDING CIRCLE; APPLICANT – CITY OF ARROYO GRANDE (Downing)

Planning Manager Downing presented the project.

Planning Manager Downing responded to questions from the Committee regarding the potential number of parking spaces that would be lost under each alternative.

Chair Hoag opened the meeting to public comment.

Duane DeBlauw spoke about the parking situation in the Village and the need to keep as many on-street parking spaces as possible.

Hearing no further public comments, Chair Hoag closed the public comment period.

The Committee provided comments in support of the project regarding fence design, tree wells, and sidewalk pavers.

Mary Hertel made a motion, seconded by Bruce Berlin, to allow the meeting to continue past 5:00 p.m. per the ARC bylaws. The motion carried on a 5-0 voice vote.

Mary Hertel made a motion, seconded by Bruce Berlin, to recommend approval of the project to the City Council with the following considerations:

1. Recommend Alternative 2 in order to maximize on-street parking.
2. Shorten the eastern end of the median to allow for left-handed turns from Paulding Circle.
3. Eliminate the bike lane east of the crosswalk to support creek side walkway fencing.
4. Recommend the use of the proposed sidewalk pavers.
5. Recommend alternatives to Kangaroo Paw and Day Lilies.
6. Encourage rainwater capture in bulb out.

The motion carried on 5-0 voice vote.

7. DISCUSSION ITEMS

7.a. ELECTION OF OFFICERS

John Rubatzky made a motion, seconded by Bruce Berlin, to nominate Warren Hoag for the position of Chair of the Architectural Review Committee.

Hearing no further nominations, the nomination period was closed.

The motion carried on a 4-0-1 voice vote, with Warren Hoag abstaining.

Bruce Berlin made a motion, seconded by Mary Hertel, to nominate Michael Peachey for the position of Vice Chair of the Architectural Review Committee.

Michael Peachey made a motion to nominate Mary Hertel to the position of Vice Chair of the Architectural Review Committee.

The motion to nominate Michael Peachey as Vice Chair carried on a 4-0-1 voice vote with Michael Peachey abstaining.

Hearing no further nominations, the nomination period was closed.

No further voting necessary due to Vice Chair being selected.

John Rubatzky left the meeting at 5:32 p.m.

8. COMMITTEE COMMUNICATIONS

Chair Hoag updated the Committee on the webinar that the Community Development Department sponsored regarding parking requirements.

9. STAFF COMMUNICATIONS

Planning Manager Downing asked the Committee if they would be open to changing the start time of the second meeting each month.

Community Development Director McClish informed the Committee of the promotion of Matt Downing to Planning Manager.

10. ADJOURNMENT

The meeting was adjourned at 5:45 p.m. to a meeting on May 16, 2016 at 3:30 p.m.

PATRICK HOLUB
ADMINISTRATIVE INTERN
(Approved at ARC Mtg-----)

WARREN HOAG, CHAIR



MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATTHEW DOWNING, ^{AD} PLANNING MANAGER

BY: PATRICK HOLUB, PLANNING INTERN *PH*

SUBJECT: CONSIDERATION OF TENTATIVE PARCEL MAP 15-001 AND PLANNED UNIT DEVELOPMENT 15-001; SUBDIVISION OF ONE (1) LOT INTO FOUR (4) LOTS AND CONSTRUCTION OF FOUR (4) ONE-BEDROOM SINGLE-FAMILY ATTACHED RESIDENCES; LOCATION – 1177 ASH STREET; APPLICANT – JEFFREY EMRICK

DATE: JUNE 6, 2016

RECOMMENDATION:

It is recommended the Architectural Review Committee (ARC) review the proposed project and make a recommendation to the Planning Commission.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

BACKGROUND:

Location

Subject Property



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The subject property is an undeveloped parcel located on Ash Street between Elm Street and Walnut Street in the Multi-Family (MF) zoning district.

Staff Advisory Committee

The Staff Advisory Committee (SAC) reviewed the proposed project on May 11, 2016. Members of the SAC discussed several aspects of the project, including the Oak tree at the front corner of the property, emergency access, and public improvements required for the project. Members of the SAC were in support of the project and developed conditions of approval for the development.

ANALYSIS OF ISSUES:

Project Description

The proposed project consists of splitting an existing 9,440 square foot parcel into four (4) parcels with an average lot size of 2,360 square feet. Each of the four (4) parcels are proposed to be developed with new two-story single-family residences of approximately 875 square feet of living space and an attached 240 square foot one-car garage. Of the 875 square feet of living space, 489 square feet is proposed for the first floor and 386 square feet is proposed for the second floor.

Development Standards

The subject property is zoned Multi-Family (MF). The primary purpose of the MF district is to provide for a variety of residential uses, encourage diversity in housing types with enhanced amenities, or provide transitions between higher intensity and lower intensity uses. The district is also intended as an area for development of small lot single-family detached, single-family attached, and multi-family attached residential dwelling units, planned unit developments, condominiums, and certain senior housing types. The design of the proposed project as a small lot single-family attached housing project is allowed in the MF zoning district following approval of a Planned Unit Development. The development standards for the MF district and the proposed project are identified in the following table:

Table 1: Site Development Standards for the MF Zoning District

Development Standards	MF District	Parcel 1	Parcel 2	Parcel 3	Parcel 4	Notes
Maximum Density	9	0.5	0.5	0.5	0.5	Code Met
Minimum Building Site	10,000 sq. ft.	2360sq.ft	2360sq.ft	2360sq.ft.	2376sq.ft	Can adjust with PUD
Minimum lot width	80'	80'	80'	80'	80'	Code Met
Minimum lot	100'	29.87'	29.5'	29.5'	29.5'	Can adjust

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depth						with PUD
Minimum front yard setback	20'	9.7'	9.7'	67.5'	67.5	Can adjust with PUD
Minimum interior side yard setback	10'	24.33' (east) and 10' (west)	Can adjust with PUD			
Minimum rear yard setback	15'	67.5'	67.5'	9.33'	9.33'	Can adjust with PUD
Maximum lot coverage	40%	30.88%	30.88%	30.88%	30.68%	Code Met
Maximum height for buildings	30' or 2 stories, whichever is less	22'	22'	22'	22'	Code Met
Minimum distance between buildings	10'	0'	18.66'	18.66'	0'	Attached dwellings permitted with PUD

As shown in the table above, the proposed project meets most requirements of the Arroyo Grande Municipal Code (AGMC), but will need a Planned Unit Development (PUD) permit in order to deviate from the setback and lot depth requirements in the AGMC. This process is used where greater flexibility in design is desired to provide a more efficient use of land than would be possible through strict application of conventional zone or land use district regulations. For example, the building site for the proposed project is much smaller than the minimum building site required by the AGMC. In fact, building sites of this size are typically seen in condominium conversions. However, a PUD can be used to deviate from the minimum building site requirements in exchange for open space and other amenities.

For multi-family dwellings within a residential zoning district, a one-bedroom or studio is equal to 0.5 density units.

Access and Parking

The project site proposes one (1) access point from Ash Street via a shared driveway. A Shared Driveway and Maintenance Agreement has been included with the project to outline responsibilities for the maintenance of the access and common drainage facilities. A driveway easement benefiting the subject property has been recorded on the existing developed parcel.

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Parking for one-bedroom townhome developments is required at a rate of one (1) space in an enclosed garage and 0.5 guest spaces per unit. The proposed project therefore requires four (4) enclosed garage spaces and two (2) total guest spaces. Each unit will have its own enclosed single-car garage as well as one (1) dedicated uncovered guest parking space, for a total of four (4) enclosed garage spaces and four (4) uncovered guest parking spaces. The proposed parking meets the requirements of the Municipal Code.

Architecture

The proposed residences will be a more modern style. They will incorporate a variety of integrated boxy elements composed of stucco and corrugated steel. The proposed building colors will complement the neighboring structures, using beige and brown stucco on the body of the building, with dark green for the trim, front door, and garage door. The proposed siding at the rear of the building is red corrugated high carbon steel siding (Attachment 1).

Landscaping/Open Space

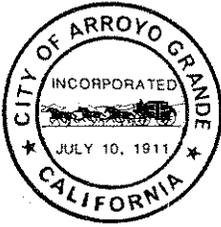
The proposed conceptual landscape plan indicates four (4) new Brown Pine (*Podocarpus Neriifolius*) trees, one (1) new Improved Myer Lemon tree, one (1) new Dancy Mandarin Orange tree, and four (4) new Asian Pear (*Pyrus Pyrifolia*) trees with drought tolerant shrubs and ground cover. All landscaping is required to comply with the State's Model Water Efficient Landscape Ordinance adopted by the City prior to issuance of building permits. Open space for the project complies with Table 16.32.050-C regarding open space requirements for Planned Unit Developments.

ENVIRONMENTAL REVIEW:

The project has been reviewed in compliance with the California Environmental Quality Act (CEQA) and determined to be categorically exempt per Section 15332 of the CEQA Guidelines regarding In-fill Development Projects.

Attachments:

1. Color sheets
2. Project plans (Available for public review at City Hall)



MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATTHEW DOWNING^{MD}, PLANNING MANAGER

BY: SAM ANDERSON^[Signature], PLANNING TECHNICIAN

SUBJECT: CONSIDERATION OF CONDITIONAL USE PERMIT NO. 15-008 AND VARIANCE NO. 16-002; LOCATION – PUESTA DEL SOL (RESERVOIR NO. 5); APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT

DATE: JUNE 6, 2016

RECOMMENDATION:

It is recommended that the Architectural Review Committee (ARC) consider the proposed project and make a recommendation to the Planning Commission.

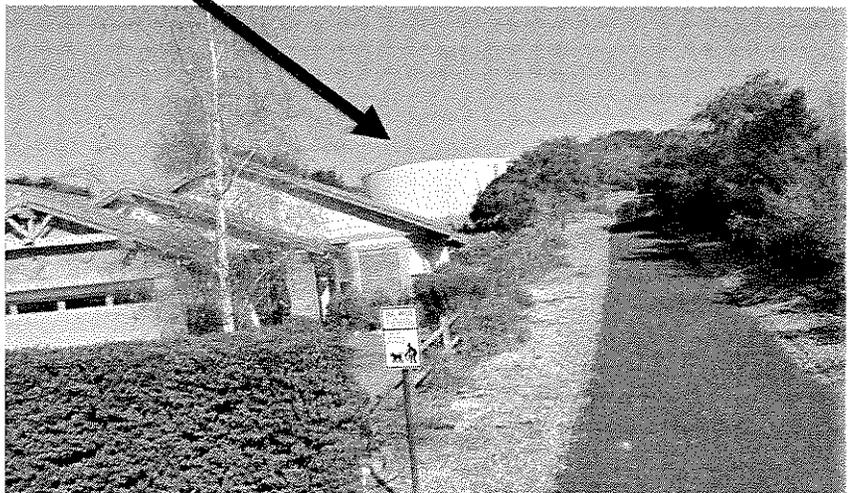
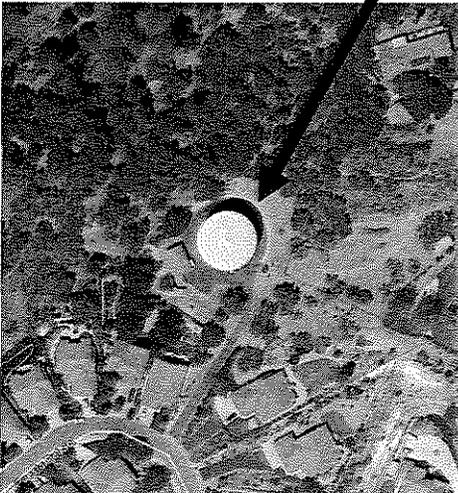
IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

BACKGROUND:

Location

Subject Property



The project site is located off of Puesta Del Sol and is zoned Planned Development (PD-1.2) with a Land Use Designation of Community Facility. The property is developed with a water tank (City Reservoir No. 5). Surrounding the site is open space to the north and west, and residential development to the south and east.

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Project Description

The applicant proposes to install an unmanned wireless communication facility at the City's Reservoir No. 5 site with equipment placed on the north, west and south sides of the water tank. Specifically, the applicant proposes to install the following:

- Nine (9) panel antennas (flush mounted on the tank using the "Magnamount" system (attached magnetically instead of permanently to the tank));
- Nine (9) Remote Radio Units (RRUs) on the tank;
- One (1) new equipment shelter;
- Five (5) raycaps (3 on the tank and 2 within the equipment shelter);
- One (1) electrical meter;
- Two (2) wireless GPS antennas;
- One (1) standby generator; and
- One (1) conduit.

The applicant proposes to construct one (1) new 360 square foot equipment shelter to house new communication equipment. Additionally, three (3) new wireless antenna areas, designated as alpha sector, beta sector, and gamma sector, will house three (3) panel antennas, three (3) RRUs, and one (1) raycap each will be located on the City water tank. This equipment will be mounted to the water tank with new Magnemounts, which prevents drilling into the tank. No tree removal is necessary to construct the project as proposed. The applicant is also requesting a Variance in order to construct a new ten foot (10') high retaining wall around the project. The ten foot (10') high wall is being requested due to the slope of the project site.

Staff Advisory Committee

The Staff Advisory Committee (SAC) reviewed the proposed project on May 25, 2016. Comments from the SAC were made regarding the Magnemount mounting system, backup generator location, and general site plan orientation. Members of the SAC were in support of the project

ANALYSIS OF ISSUES:

The purpose of this facility is to provide greater capacity within the Verizon Network in Arroyo Grande. The proposed facility will allow greater capacity for Verizon to better handle voice calls, data mega bytes and total number of active users in the area. The primary objective of this site is to support the rapid growth of 4G (fourth generation of data technology for cellular networks) data use within the City. The 4G network also carries 911 calls and is used in support of police and fire emergency response.

The project as proposed will have minimal visual impact to the surrounding area, due to the location of the project. The existing water tank is set back from the road, and new installations will not have a significant impact upon the visual character of the area. The ten foot (10') retaining wall is located on the eastern portion of the project, and would not be in direct line of sight from surrounding properties, therefore minimizing visual

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impact. However, the conditions below are intended to ensure that the project blends with the existing area with little to no visual impact:

- All equipment placed on the water tank shall be painted to match the color of the tank (New Mushroom);
- The facilities shall have subdued colors and non-reflective materials, which blend with the materials and colors of the surrounding area;
- The facilities shall not bear any signs or advertising devices other than certification, warning, or other required seals or signage; and
- All accessory equipment associated with the operation of the wireless facility shall be located within a building, enclosure, or underground vault that complies with the development standards of the PF zoning district.

The lease agreement will include language and notification of future antennae removal and reinstallation in order to facilitate painting and maintenance of the tank. It is expected that routine maintenance and inspection of the facility will occur on a monthly basis during normal working hours.

Attachments:

1. Project Plans

**BY-LAWS FOR THE
ARROYO GRANDE ARCHITECTURAL REVIEW COMMITTEE**

The Architectural Review Committee, hereinafter referred to as "ARC", is authorized to establish By-Laws; per Ordinance No. 547 C.S., for its operation and conduct of business; now, therefore, the ARC does hereby adopt the following rules and regulations for the operation and conduct of its business;

A. Attendance of Members: Absence from three consecutive regular committee meetings or twenty-five (25) percent of the regular meetings during any one-year period, without the formal consent of the council, shall constitute the resignation of such absent member and the position declared vacant. (Ord. 547, 3(C), 2003)

B. Officers: At its first regular meeting in March, the members of the ARC shall elect a chairperson and vice-chairperson, who shall hold office for one year. The duties of such officers shall be as follows:

Sec. 1: Chairperson: The chairperson shall preside at all meetings; shall call all special meetings, and shall perform such other duties as necessary.

Sec. 2: Vice-Chairperson: The vice-chairperson shall preside in the absence of the chairperson, and shall perform such other duties as are assigned to him/her by the chairperson, or ARC.

Sec. 3: Community Development Director: The Community Development Director, or designee shall keep records of the actions of the ARC.

C. Meetings: The regular meetings of the ARC shall be held on the first and third Monday each month at 2:30 P.M. in the 2nd floor conference room, City Hall, Arroyo Grande, California.

Sec. 1: Special meetings may be called by the chairperson or by a majority of the members of the ARC provided that written notice of such special meeting so called shall be given to each member of the committee at least 24 hours in advance of the time fixed for the meeting, and which notice shall contain the time, place, and business to be transacted.

Sec. 2: The Community Development Director shall notify the public and the press of all special meetings of the ARC, in accordance with the Brown Act.

Sec. 3: The ARC may at any meeting adjourn over to the next regular meeting by a majority vote, or, may recess at a stated time, date and place for continuance of the meeting. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the adjourned meeting was held within 24 hours after the time of the adjournment.

Sec. 4: A majority vote will be required to continue discussion of agenda times after 5:00 P.M., with a goal of meeting duration not to exceed four (4) hours in total length.

