



AGENDA SUMMARY
ARCHITECTURAL REVIEW COMMITTEE MEETING
MONDAY, SEPTEMBER 19, 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 August 15, 2016 meeting.

Documents:

[ARC 2016-09-19_05a Approval of Minutes.pdf](#)

6. PROJECTS:

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

6.a. CONSIDERATION OF ARCHITECTURAL REVIEW 15-014; LOCATION – SOUTHWEST CORNER OF EAST GRAND AVENUE AND SOUTH COURTLAND STREET; APPLICANT – MFI LIMITED; REPRESENTATIVE – RRM DESIGN GROUP

Recommended Action: It is recommended the Architectural Review Committee review the project and make a recommendation to the Community Development Director.

Documents:

[ARC 2016-09-19_06a Courtland ARCH.pdf](#)

6.b. 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 revised project plans and make a recommendation to the Planning Commission.

Documents:

[ARC 2016-09-19_06b Ash Street TPM and PUD.pdf](#)

6.c. CONSIDERATION OF ARCHITECTURAL REVIEW 16-007; REPLACEMENT OF AWNINGS; 148 W. BRANCH STREET; APPLICANT – CAMAY ARAD

Recommended Action: It is recommended the Architectural Review Committee review plans for the replacement of awnings and make a recommendation to the Community Development Director.

Documents:

[ARC 2016-09-19_06c Chameleon ARCH.pdf](#)

7. DISCUSSION ITEMS:

7.a. CONSIDERATION OF ARCHITECTURAL REVIEW COMMITTEE APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL

Recommended Action: It is recommended that the Architectural Review Committee appoint one Committee Member and one alternate to serve as a representative on the Community Service Grant Panel.

Documents:

[ARC 2016-09-19_07a Community Service Grant.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, AUGUST 15, 2016 ARROYO GRANDE CITY HALL, 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: Chair Warren Hoag and Committee Members John Rubatzky, and Bruce Berlin were present. Vice Chair Michael Peachey and Committee Member Mary Hertel were absent.

City Staff Present: Director of Community Development Teresa McClish. Planning Manager Matt Downing, Contract Planner John Rickenbach, Planning Technician Sam Anderson and Planning Intern Patrick Holub were present.

3. FLAG SALUTE

Chair Hoag led the Flag Salute.

4. COMMUNITY COMMENTS AND SUGGESTIONS

None.

5. APPROVAL OF MINUTES

Bruce Berlin made a motion, seconded by John Rubatzky, to approve the minutes of August 1, 2016 as submitted.

The motion carried on a 3-0 voice vote.

6. PROJECTS

6.a. CONSIDERATION OF CONDITIONAL USE PERMIT 16-001 FOR SUBAREA 1 OF THE EAST CHERRY AVENUE SPECIFIC PLAN; APPLICANT – SRK HOTELS, INC.; REPRESENTATIVE – CAROL FLORENCE, OASIS ASSOCIATES (Rickenbach)

Contract Planner John Rickenbach reviewed the project's history, recapped the previous meeting, and highlighted the ARC's previous concerns.

Carol Florence, representative, spoke in support of the project and responded to questions from the Committee regarding a potential tenant for the hotel, specifics of the design guidelines, and the differences between the property and others in the Traffic Way Mixed Use zoning district.

Scott Martin, RRM, spoke in support of the project regarding its uniqueness and the project acting as a transition from adjacent commercial to residential uses.

Chair Hoag opened the meeting for public comment.

Shirley Gibson, Halcyon, spoke on the importance for this project to honor the City's history and minimize the generic corporate look by properly screening the building and allowing appropriate signage.

Linda Osty, 309 East Cherry, spoke in favor of the alternate design, and voiced her preference for more roof pitch, with minimal parapets. She additionally read a letter from Kent Zammit regarding the project.

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

The Committee provided comments on the proposed designs of subarea 1 regarding building elevations, awnings, and craftsman details.

Warren Hoag made a motion, seconded by Bruce Berlin, to recommend approval of the additional Specific Plan language and Conditional Use Permit 16-001 to the Planning Commission, with the following condition:

1. Prior to application for building permit, final renderings, site plans, and civil plans reflecting the proposed language of the Specific Plan shall be submitted to the ARC for review.

The motion carried on a 3-0 voice vote.

6.b. CONSIDERATION OF ARCHITECTURAL REVIEW 16-004; CONSTRUCTION OF ONE (1) NEW 3,100 SQUARE FOOT SINGLE FAMILY HOME; LOCATION – 318 GRACE LANE; APPLICANT – MIKE VENTRELLA; REPRESENTATIVE – JON COUCH, GRIFFITH ARCHITECTS (Anderson)

Planning Technician Sam Anderson presented the staff report and responded to questions from the Committee regarding pedestrian easements and fencing plans.

Representative Jon Couch spoke in support of the project and responded to questions from the Committee regarding building materials, the design process, and window treatments.

The Committee provided comments on the project regarding architectural details, the proposed landscape plan, and modern construction technology.

Chair Hoag made a motion, seconded by John Rubatzky, to recommend approval of the project to the Director of Community Development with the following conditions:

1. Strike Vinca from the plant list;
2. Strick Eucalyptus from the plant list; and
3. Carefully consider window glazing in order to minimize glare
4. Approval of colors shall not be lighter than that presented at ARC.

The motion carried on a 3-0 voice vote.

6.c. CONSIDERATION OF ARCHITECTURAL REVIEW 16-006; DEMOLITION OF DETERIORATED AWNING AND REPLACEMENT WITH THREE (3) INDIVIDUAL AWNINGS; LOCATION – 112 WEST BRANCH STREET; APPLICANT – ASHTON-CHRISTIANSON PARTNERS; REPRESENTATIVE – ROBERT CHRISTIANSON (Holub)

Planning Intern Holub presented the staff report and responded to questions from the Committee regarding awning fringe.

Representative Robert Christianson spoke in support of the project and responded to questions from the Committee regarding the awnings currently in place.

The Committee provided comments on the project regarding awning valance and fringe preferences.

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

1. The applicant shall construct the awning so that the valance hangs loosely.

The motion carried on a 3-0 voice vote.

6.d. CONSIDERATION OF PLOT PLAN REVIEW 16-007 AND MINOR EXCEPTION 16-002; DEMOLITION OF A 330 SQUARE FOOT SOLARIUM AND CONSTRUCTION OF A 1,265 SQUARE FOOT ADDITION; APPLICANT – ABIGAIL WILL; REPRESENTATIVE – LAURA GOUGH, STUDIO 2G ARCHITECTS (Holub)

Planning Intern Holub presented the staff report and responded to questions from the Committee regarding property lines and parking requirements.

Scott Mann, representative, spoke in support of the project and responded to questions from the Committee regarding communication with neighboring property owners.

The Committee provided comments on the project regarding off-street parking, the unique circumstances of the property, and the findings required for approving Minor Exceptions.

Chair Hoag made a motion, seconded by John Rubatzky, to recommend approval of the project to the Director of Community Development as submitted.

The motion carried on a 3-0 voice vote.

7. DISCUSSION ITEMS

None.

8. COMMITTEE COMMUNICATIONS

None.

9. STAFF COMMUNICATIONS

Planning Manager Downing recapped the most recent training webinar sponsored by the Community Development Department regarding housing supply.

10. ADJOURNMENT

The meeting was adjourned at 4:55 p.m. to a meeting on September 19, 2016 at 2:30 p.m.

**PATRICK HOLUB
PLANNING INTERN
(Approved at ARC Mtg-----)**

WARREN HOAG, CHAIR



MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATTHEW DOWNING, PLANNING MANAGER

SUBJECT: CONSIDERATION OF ARCHITECTURAL REVIEW 15-014; LOCATION – SOUTHWEST CORNER OF EAST GRAND AVENUE AND SOUTH COURTLAND STREET; APPLICANT – MFI LIMITED; REPRESENTATIVE – RRM DESIGN GROUP

DATE: SEPTEMBER 19, 2016

RECOMMENDATION:

It is recommended the Architectural Review Committee (ARC) review the project and make a recommendation to the Community Development Director.

BACKGROUND:

Location



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The subject property is identified as Subarea 3 of the Berry Gardens Specific Plan (BGSP), is zoned Gateway Mixed-Use (GMU) with the BGSP overlay, and is approximately 4.47 acres in size. On October 8, 2015, the City Council approved Development Agreement 15-002 and associated planning applications for the development of a mixed-use project on the subject property. The approval included construction of three (3) commercial buildings totaling approximately 15,600 square feet (Subarea 3a), thirty-six (36) single-family detached residences at a density comparable to the City's multi-family densities (Subarea 3b), and associated site and public improvements. The ARC considered the commercial architecture at its January 11, 2016 Special Meeting, recommending approval of the materials and style shown. The residential colors and materials are the final items for review prior to tract wide building permit approval can be completed.

ANALYSIS OF ISSUES:

Building Architecture

The residential structures were approved in a more contemporary, mid-century design style. There will be a total of four (4) alternating color and style combinations. Each style will utilize a bold color for the residential front doors, which will complement the primary color choices for the structures themselves. The siding of the structures will be a mix of smooth stucco and vertical and horizontal lap siding. Porches of the residences, including the small entry porches of the structures primarily fronting the private drive, will utilize corrugated metal roofing to add another modern touch to the architectural style of the residences. The remainder of roofs will utilize a dark asphalt shingle. Windows will utilize white vinyl to match the white accent trim of the structure. The final material to be used is a wood stain in an orange hue, to provide a piece of natural material in the modern architecture.

Attachments:

1. Architectural Review Committee November 3, 2014 Meeting Minutes
2. Colors and materials (Available for public review at City Hall)

6.c. Consideration of General Plan Amendment 14-002, Specific Plan Amendment 14-001, Conditional Use Permit 14-009, and Vesting Tentative Tract Map 14-001; Subdivision of two (2) commercial parcels into forty-one (41) residential lots, one (1) common area lot, and two (2) commercial lots; Location – Southwest corner of East Grand Avenue and South Courtland Street; Applicants – MFI Limited and NKT Commercial; Representative – RRM Design Group

Staff Contact: Matthew Downing

Assistant Planner Downing presented the staff report.

The Committee asked question regarding guest parking amount and location, number of four bedroom units, water use, traffic, ADA accessibility, private roads, sign area, rooftop screening, and the need for the General Plan Amendment.

Debbie Rudd, Scott Martin, Tony Keith, Lenny Grant, and Darrin Cabral, RRM Design Group, Andy Mangano, Mangano Homes, and Nick Tompkins, NKT Commercial, spoke in support of the project.

The Committee asked questions about site drainage, site grade, traffic and access, bike racks, trash enclosures, bus operation hours, fencing, commercial viability, housing affordability, location of designated parking spaces for mixed-use residences, pedestrian access and circulation, and commercial driveway options.

The Committee commented that they had concerns regarding the phasing of construction and desired the commercial to be built first, density of project might not fit the City, concern for residences on the western boundary, concerned on traffic circulation, the commercial architecture is high quality and catches your eye, will increase pedestrian activity in the area, need to slow cars coming from East Grand Avenue, the project is distinctive from Berry Gardens, and the loss of commercial development might serve a higher community purpose by promoting reinvestment on East Grand Avenue.

Barbara Harmon made a motion, seconded by Bruce Berlin to recommend approval of the project to the Planning Commission with the following conditions:

1. If the central commercial driveway proceeds, project shall include open fencing or barriers at the central drive to help designate appropriate pedestrian crossings;
2. Protect condominium parking with specific designations as practical;
3. Consider more commercial bike racks; and
4. Consider a green roof pilot project for the trash enclosures.

The motion carried on a 4-0-1 voice vote, with Vice Chair Peachey absent.

Chair Hoag called for a break at 4:45. The Committee reconvened at 4:50.

Vice Chair Peachey returned to the meeting. Committee member Harmon recused herself for Item 6.d. due to a conflict of interest as a result of owning real property near the project.

6.d. Consideration of Plot Plan Review 12-009; New Heritage Square Park restroom; Location – Heritage Square Park on Short Street; Applicant – City of Arroyo Grande – Geoff English, Public Works Director

Staff Contact: Aileen Nygaard

Associate Planner Nygaard provided the staff report for the project.

Committee members asked questions regarding vehicle clearance, light design and location, and landscaping.

The Committee made comments in support of the project

Mike Peachey made a motion, seconded by Mary Hertel to recommend approval of the project to the Community Development Director as submitted.

The motion carried on a 4-0-1 voice vote, with Barbara Harmon absent.

Barbara Harmon returned to the meeting.

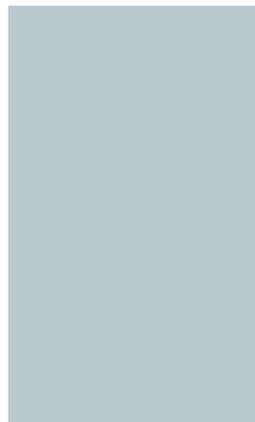
6.e. Consideration of Architectural Review Committee appointment to the Community Service Grant Panel

Staff Contact: Teresa McClish

Associate Planner Nygaard and Assistant Planner Downing provided the staff report for the project.

Committee member Berlin volunteered to serve on the CSGP. Committee member Harmon volunteered to act as the alternate representative.

Chair Hoag made a motion, seconded by Vice Chair Peachey to appoint Bruce Berlin as the ARC representative on the Community Service Grant Panel with Barbara Harmon as the alternate.



STUCCO
SHERWIN WILLIAMS
SLEEPY BLUE
SW6225



FIBER CEMENT SIDING
SHERWIN WILLIAMS
DANUBE SW6803



ENTRY DOOR
SHERWIN WILLIAMS
CENTER STAGE
SW6920



ACCENT TRIM
SHERWIN WILLIAMS
PURE WHITE
SW7005



WOOD STAIN
SHERWIN WILLIAMS
SEMI-TRANSPARENT
SPICE CHEST SW3513



ASPHALT SHINGLE ROOF
GAF
ROYAL SOVERIGN-SLATE



METAL ROOF
CORRUGATED METAL
GALVANIZED



STUCCO
SHERWIN WILLIAMS
BASIL
SW6194



FIBER CEMENT SIDING
SHERWIN WILLIAMS
OYSTER BAY
SW6206



ENTRY DOOR
SHERWIN WILLIAMS
FORCEFUL ORANGE
SW 6894



ACCENT TRIM
SHERWIN WILLIAMS
PURE WHITE
SW7005



WOOD STAIN
SHERWIN WILLIAMS
SEMI-TRANSPARENT
SPICE CHEST SW3513



ASPHALT SHINGLE ROOF
GAF
ROYAL SOVERIGN-SLATE



METAL ROOF
CORRUGATED METAL
GALVANIZED



STUCCO
SHERWIN WILLIAMS
TEMPE STAR
SW6229



FIBER CEMENT SIDING
SHERWIN WILLIAMS
QUIETUDE
SW6212



ENTRY DOOR
SHERWIN WILLIAMS
CITRUS
SW6906



ACCENT TRIM
SHERWIN WILLIAMS
PURE WHITE
SW7005



WOOD STAIN
SHERWIN WILLIAMS
SEMI-TRANSPARENT
SPICE CHEST SW3513



ASPHALT SHINGLE ROOF
GAF
ROYAL SOVERIGN-SLATE



METAL ROOF
CORRUGATED METAL
GALVANIZED



STUCCO
SHERWIN WILLIAMS
USEFUL GRAY
SW7050



FIBER CEMENT SIDING
SHERWIN WILLIAMS
CITYSCAPE
SW7067



ENTRY DOOR
SHERWIN WILLIAMS
INTENSE TEAL
SW6943



ACCENT TRIM
SHERWIN WILLIAMS
PURE WHITE
SW7005



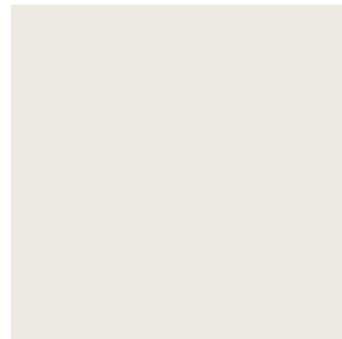
WOOD STAIN
SHERWIN WILLIAMS
SEMI-TRANSPARENT
SPICE CHEST SW3513



ASPHALT SHINGLE ROOF
GAF
ROYAL SOVERIGN-SLATE



METAL ROOF
CORRUGATED METAL
GALVANIZED



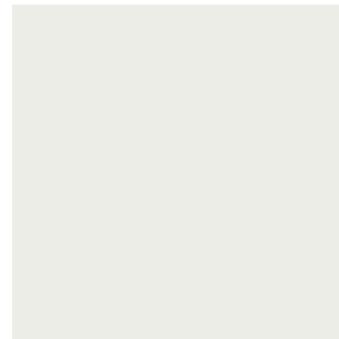
STUCCO
SHERWIN WILLIAMS
SNOWBOUND
SW7004



FIBER CEMENT SIDING
SHERWIN WILLIAMS
WEB GRAY
SW7075



ENTRY DOOR
SHERWIN WILLIAMS
FIREWORKS
SW6867



ACCENT TRIM
SHERWIN WILLIAMS
PURE WHITE
SW7005



WOOD STAIN
SHERWIN WILLIAMS
SEMI-TRANSPARENT
SPICE CHEST SW3513



ASPHALT SHINGLE ROOF
GAF
ROYAL SOVERIGN-SLATE



METAL ROOF
CORRUGATED METAL
GALVANIZED



MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATT DOWNING, PLANNING MANAGER

BY: KELLY HEFFERNON, ASSOCIATE PLANNER

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: SEPTEMBER 19, 2016

RECOMMENDATION:

It is recommended that the Architectural Review Committee review the revised project plans and make a recommendation to the Planning Commission.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

BACKGROUND:

Location

Subject Property



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CONSIDERATION OF TPM 15-001 AND PUD 15-001
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The subject property is an undeveloped parcel located on Ash Street between Walnut and Elm Streets behind an existing residence in the Multi-Family (MF) zoning district. The 0.22-acre site is surrounded by single and multi-family residential development on all sides and is accessed by an eighteen foot (18') wide easement on the east side of the property. A 15" diameter Coast Live Oak tree is located on the eastern property line behind the back of sidewalk and is proposed to remain. The property is mostly flat with a two foot (2') drop from north to south.

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 protection of the existing Coast Live Oak tree at the northeast corner of the property, adequate emergency access, and required public improvements. The City's Arborist also recommended that the proposed street tree be removed due to the limited sidewalk area and that the citrus and pear trees be replaced with other species that will better thrive on the north side of the structures since the location provides limited sun exposure. The plans have been amended to remove the street tree and a condition has been added regarding replacing the fruit trees. Members of the SAC were in support of the project as conditioned.

Architectural Review Committee

The Architectural Review Committee (ARC) considered this project on June 6, 2016 and discussed issues related to open space requirements, density unit calculations, adequacy of guest parking, and landscaping (Attachment 1). The ARC unanimously recommended approval with a condition that the Myoporum Parvifolium be replaced with a different drought-tolerant species on the landscape plan that does not grow as wide. A condition of approval was added to address this concern.

Planning Commission

The Planning Commission considered this project on July 5, 2016. Public comments focused on issues of parking, additional traffic on Ash Street, trash pickup location, high density on a small site, basketball court nuisance, fence maintenance, water availability, mailbox location, and postal carrier conflict with parked cars. Commissioner comments focused on these concerns as well as the architecture, and the Commission continued consideration of the project to a date uncertain. The Commission also directed the applicant to revise the architecture for ARC consideration and recommendation. The Planning Commission meeting minutes are included as Attachment 2.

ANALYSIS OF ISSUES:

Project Description

The proposed project consists of subdividing a 0.22-acre property into four (4) parcels with an average lot size of 2,360 square feet. The four (4) parcels would be developed with two-story townhomes configured with two (2) buildings of two (2) townhomes connected over a shared property line. Each unit would provide 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

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square feet is proposed for the second floor. Four (4) guest parking spaces are also provided.

Based on comments received at the Planning Commission public hearing on July 5, 2016, the project has been revised as follows:

- Building architecture includes a hipped roof, entry walkway and second floor storage area. The proposed colors and materials have not changed.
- The site plan has been modified to include a ten foot (10') setback for Parcel 4 from the southerly boundary of the site.
- The landscape plan has been modified based on previous comments from the ARC and to incorporate low or ultra-low water use plantings (see Attachment 3 for plant descriptions).
- The basketball half court has been removed.

General Plan

The General Plan designates the subject property for High Density Residential land uses. Development of the proposed project meets Policies LU3-3, LU11-1 and LU11-3 of the General Plan Land Use Element, which state:

LU3-3: Accommodate the development of apartment buildings as well as condominium and townhouses in areas designated as Multiple-Family Residential – High Density (MFR-HD).

LU11-1: Require that new developments be at an appropriate density or intensity based upon compatibility with the majority of existing surrounding land uses.

LU11-3: Intensity of land use and area population shall be limited to that which can be supported by the area's resource base, as well as circulation and infrastructure systems.

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 (PUD). For multi-family dwellings with a residential zoning district, a one-bedroom or studio is equal to 0.5 density units. With a maximum density of nine (9) dwelling units per acre and a 0.22-acre site, the maximum number of units is 1.98. However, pursuant to Development Code Section 16.32.030, all remainders of fifty-one (51) percent or greater shall be rounded to the next higher whole number in the MF zoning district.

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Therefore, four (4) one-bedroom units equate to two (2) dwelling units consistent with the maximum allowable density. 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.	2360 sq.ft.	2360 sq.ft.	2360 sq.ft.	2376 sq.ft.	Can adjust with PUD
Minimum lot width	80'	29.87'	29.5'	29.5'	29.5'	Can adjust with PUD
Minimum lot depth	100'	80'	80'	80'	80'	Can adjust with PUD
Minimum front yard setback	20'	24'	24'	24'	24'	Code Met
Minimum interior side yard setback	10'	9.7'; 0'	9.3'; 0'	9.3'; 0'	9.3'; 0'	Can adjust with PUD
Minimum rear yard setback	15'	5.5'	5.5'	5.5'	5.5'	Can adjust with PUD
Maximum lot coverage	40%	31%	31%	31%	31%	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'	18.7'	18.7'	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 requires an approved PUD in order to deviate from the setback and lot dimension standards. 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. 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.

Access and Parking

The project site is accessed from Ash Street via an eighteen foot (18') wide 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

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drainage facilities. A driveway easement benefitting the subject property has been recorded on the adjacent developed parcel fronting Ash Street.

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) uncovered guest parking space, for a total of four (4) enclosed garage spaces and four (4) uncovered guest parking spaces. Hence, the proposed parking exceeds AGMC requirements by a total of two (2) guest spaces.

Open Space

The applicant proposes to substitute two (2) additional parking spaces in-lieu of providing additional usable open space per Table 16.32.050-C of the Development Code. Below are the calculations for required and proposed open space areas.

Table 2: Required Open Space Areas

Lot	1	2	3	4	Total	%
Lot Area	2,360 sq. ft.	2,360 sq. ft.	2,360 sq. ft.	2,376 sq. ft.	9,456 sq. ft.	100%
Private OS	236 sq. ft.	236 sq. ft.	236 sq. ft.	238 sq. ft.	946 sq. ft.	10 %
Common OS	708 sq. ft.	708 sq. ft.	708 sq. ft.	714 sq. ft.	2,838 sq. ft.	30 %
Usable OS	944 sq. ft.	944 sq. ft.	944 sq. ft.	952 sq. ft.	3,784 sq. ft.	40 %

Table 3: Proposed Open Space Areas

Lot	1	2	3	4	Total	%
Lot Area	2,360 sq. ft.	2,360 sq. ft.	2,360 sq. ft.	2,376 sq. ft.	9,456 sq. ft.	100%
Private OS	497 sq. ft.	490 sq. ft.	490 sq. ft.	497 sq. ft.	1,974 sq. ft.	20.9 %
Common OS	382 sq. ft.	373 sq. ft.	373 sq. ft.	383 sq. ft.	1,511 sq. ft.	16.0 %
Usable OS	879 sq. ft.	863 sq. ft.	863 sq. ft.	880 sq. ft.	3,485 sq. ft.	36.9 %

As illustrated above, the proposed percentage of private open space is greater than the Development Code requires, while the common and usable open space percentages have decreased. The applicant has provided the following justification for the proposed 3.1% decrease in usable open space:

“We believe that the proposed one bedroom units will be occupied by a single individual or couple and the need for public passive open space will not be as great as the need for additional on-site guest parking spaces. This is why we are proposing one guest parking space and one garage parking space for each unit where 0.5 parking space and one garage parking space is required by the Development Code Section 16.56.060. Additionally, we believe that due to the assumed user profile that additional private open space in lieu of common open space would be desirable.”

**ARCHITECTURAL REVIEW COMMITTEE
CONSIDERATION OF TPM 15-001 AND PUD 15-001
SEPTEMBER 19, 2016
PAGE 6**

Architecture

The architectural design is modernistic, incorporating a variety of integrated boxy elements composed of stucco and corrugated steel. The architecture was revised to include a hipped roof to help soften the boxy features and an entry walkway. The proposed colors and materials have not changed, which include 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. A color board is included with the project plans.

Landscaping

The previous conceptual landscape plan included 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. As recommended by the ARC, the fruit trees and *Myoporum Parvifolium* shrubs have been replaced with more appropriate species given the planting site conditions (constrained area and limited solar exposure). The replacement trees include four (4) Alta Southern Magnolias and two (2) Fruitless Olive trees. Attachment 3 provides more detailed information about the plant selection. 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.

ADVANTAGES:

The proposed project will construct additional residential units in an area identified in the General Plan for high density residential development. It is anticipated that the residences will be affordable by design given the compact nature of the overall development and smaller size of the units.

DISADVANTAGES:

Open space requirements per Table 16.32.050-C of the Development Code are not fully met. However, Section 16.32.050.E(5)(l)(v) of the Development Code allows flexibility for the Planning Commission to approve minor deviations to open space requirements when the objectives underlying these standards can be met without strict adherence to them. For this project, two (2) additional guest parking spaces have been added. This may be considered an amenity to offset the 3.1% additional usable open space requirement.

Attachments:

1. Architectural Review Committee Meeting Minutes of June 6, 2016
2. Planning Commission Meeting Minutes of July 5, 2016
3. Plant descriptions
4. Project plans (available for public review at City Hall)

ACTION MINUTES

**REGULAR MEETING OF THE ARCHITECTURAL REVIEW COMMITTEE
MONDAY, JUNE 6, 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: Planning Manager Matt Downing, Planning Technician Sam Anderson and Planning Intern Patrick Holub were present.

3. FLAG SALUTE

Bruce Berlin led the Flag Salute.

4. COMMUNITY COMMENTS AND SUGGESTIONS

None.

5. APPROVAL OF MINUTES

Bruce Berlin made a motion, seconded by Mary Hertel, to approve the minutes of May 2, 2016 with the following modification: Page 2, fifth paragraph, should read, "3. Encourage the use of a variety of garage door details." Page 3, eleventh paragraph, should read, "3. Eliminate the bike lane east of the crosswalk to support on-street parking."

The motion passed on a 5-0 voice vote.

6. PROJECTS

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 (Holub)

Planning Intern Holub presented the project.

Planning Intern Holub responded to questions from the Committee regarding open space requirements, density unit calculations, and guest parking spaces.

Tom Franck, applicant, and Jeffrey Emrick, representative, spoke in support of the project and responded to questions from the Committee regarding minimum parcel size, private vs. public open space, and emergency access.

The Committee provided comments on the project regarding density, open space, and the landscape plan.

John Rubatzky made a motion, seconded by Bruce Berlin, to recommend approval of the project to the Planning Commission as submitted with the following consideration:

1. Reconsider the use of Myoporum Parvifolium in favor or another drought-tolerant species that does not grow as wide.
2. Reconsider the use of Asian Pear and Podocarpus in favor of another drought-tolerant species that would grow better in the partially shaded area proposed

The motion carried on a 5-0 voice vote.

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 (Anderson)

Planning Technician Anderson presented the project.

Planning Technician Anderson responded to questions from the Committee regarding electrolysis of the tank, storm water mitigation requirements, and the location of the shelter.

Tricia Knight, representative, spoke in support of the project and responded to questions from the Committee regarding fence slat material.

The Committee provided comments in support of the project.

Bruce Berlin made a motion, seconded by Mary Hertel, to recommend approval of the project to the Planning Commission as submitted.

The motion carried on a 5-0 voice vote.

7. DISCUSSION ITEMS

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

Planning Manager Downing provided an overview of proposed changes to the ARC By-Laws

Warren Hoag made a motion, seconded by Bruce Berlin, to approve the modified Architectural Review Committee By-laws to change the start time of the second monthly meeting from 3:30 p.m. to 2:30 p.m., consistent with the first monthly meeting.

The motion carried on a 5-0 voice vote.

**PLANNING COMMISSION
MINUTES
JULY 5, 2016**

~~**Action:** Commissioner Mack moved to adopt a resolution entitled “**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE APPROVING CONDITIONAL USE PERMIT NO. 15-008 AND VARIANCE NO. 16-002, APPLIED FOR BY VERIZON WIRELESS, LOCATED AT 459 PUESTA DEL SOL**”, as modified: Add Condition of Approval for 1) a visible “No Smoking” sign shall be posted within the project site, and 2) that a second radio frequency study shall be prepared and submitted to the Community Development Department within sixty (60) days after the facility is operational. Commissioner Martin seconded, and the motion passed on the following roll call vote:~~

~~**AYES:** Mack, Martin, Fowler-Payne, Keen~~

~~**NOES:** None~~

~~**ABSENT:** George~~

~~Chair George returned to the dais.~~

8.c. 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

Associate Planner Heffernon presented the staff report recommending that the Commission adopt a Resolution approving Tentative Parcel Map 15-001 and Planned Unit Development 15-001 and responded to questions from the Commission regarding the proposed project, including fire access plan, requirement of a fire hydrant, guest parking stalls, trash pick-up, responsibility of maintenance of the sewer laterals, necessity of a Home Owner’s Association, any requirement for a traffic report, and stated the division of the lot is what is requiring the public hearing.

City Engineer Horn responded to questions from the Commission on the proposed project including location of sewer main, laterals, and traffic report.

Jeff Emrick, representative, stated he worked with the trash company on the location of trash containers, which will be on-site adjacent to the homes, parking requirements are exceeded, clarified the open space deviation, each unit will include fire sprinklers, and that there is no Home Owners’ Association. Mr. Emrick responded to questions and comments from the Commission including setbacks, owner of the front house, and landscaping in the back yards.

Chair George opened the public hearing.

Beverly Cloud, speaking on behalf of her granddaughter/owner in front of the proposed project, added to a letter previously submitted, expressing concern with parking, garbage trucks, excessive traffic in/out of the 18’ wide driveway, traffic on Ash Street, and opposed the density of the project.

Ed Hillyard, 1173 Ash Street, stated the basketball backstop would be facing his home; that Ash Street is congested; concern with parking, trash cans, noise from the garbage trucks; and maintenance of the fence between his property and the project site.

Diane Bonifacio, expressed concern with the traffic, safety with the possibility of the basketball going into street, water, trash, and postal carriers trying to deliver mail.

Chair George closed the public hearing.

Commissioner Mack provided the following comments: does not have a problem with the trash collection location, is not in favor of the City maintaining improvements on private property, would prefer additional guest parking stalls instead of the basketball court, does not support the architecture, is in support of the density, parking, internal setbacks, and would prefer a 10' rear setback.

Commissioner Fowler-Payne provided the following comments: asked if landscaping could be done to buffer the 18' wide driveway access, suggested installing "no parking" to prohibit parking along the frontage, suggested adding a condition that the developer pay for the fence, does not see a need for the basketball court, does not see the need for the garbage truck to back down the driveway and suggested putting the trash cans out on the street since there will not be much green waste or recycling.

Commissioner Martin provided the following comments: stated parking is an ongoing problem and this area is possibly the most congested part in the City, the project is appropriate for the site, the easement existed when the front house was purchased, supports the two parking spaces instead of the open space, the fence will be built and maintained by the owner of the proposed project, the parking needs are more critical than the basketball court, water and sewer line for the project will have negligible impact, and supports the City being responsible for the 8" sewer main.

Commissioner Keen provided the following comments: the City should not maintain the sewer main on private property, does not support the architecture, does not think the basketball court is appropriate, supports Condition of Approval No. 71, and the garbage truck backing into the project is a better alternative than impacting parking on Ash Street.

Commissioner George provided the following comments: does not support the architecture, the proposed project does not meet the development standards and therefore requires a PUD, does not meet the PUD criteria regarding open space, and cannot support the proposed project.

Action: Commissioner Martin moved to adopt a resolution entitled "**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE APPROVING TENTATIVE PARCEL MAP 15-001 AND PLANNED UNIT DEVELOPMENT 15-001; LOCATED AT 1177 ASH STREET; APPLIED FOR BY JEFF EMRICK**", as modified: 1) to remove Condition of Approval No. 80., 2) Modify Condition of Approval No. 95. to remove HOA and add the common area to be maintained by a maintenance agreement; 3) Condition of Approval No. 94. - Remove the word "if", 4) allow the basketball court to be optional, 5) require the fence be maintained by the owners and not the adjacent property owner. Commissioner Keen seconded, and the motion failed on the following roll call vote:

AYES: Martin, Keen
NOES: Fowler-Payne, Mack, George
ABSENT: None

Individual Commissioners discussed sending the project back to the Architectural Review Committee with the Commission's issues, including architectural style, and impacts the proposed project will have on the neighborhood.

Chair George and Commissioner Fowler-Payne opposed the project and voiced their preference not to continue the item.

Action: Commissioner Martin moved to continue the item to a date uncertain and require the proposed project to return to the ARC for a second evaluation, including looking at the impacts of the neighborhood. Commissioner Keen seconded, and the motion passed on the following roll call vote:

AYES: Martin, Keen, Mack
NOES: Fowler-Payne, George
ABSENT: None

9. NON-PUBLIC HEARING ITEM

None

10. NOTICE OF ADMINISTRATIVE DECISIONS SINCE JUNE 21, 2015

This is a notice of administrative decision for Minor Use Permits, including any approvals, denials or referrals by the Community Development Director. An administrative decision must be appealed or called up for review by the Planning Commission by a majority vote.

Case No.	Applicant	Address	Description	Action	Planner
TUP 16-008	South County Transit	800 Rodeo Drive	Extended use of County property for South County Transit bus parking yard.	A	K. Heffernon

In answer to Commissioner Keen, Associate Planner Heffernon stated the TUP is due to the previous permit expiring and will fill in the gap until a new CUP is approved.

11. COMMISSION COMMUNICATIONS

Commissioner Mack, referencing 8.c., stated that the last person developing should not have to fix a parking problem and suggested to come up with a parking permit, add signs for "No Truck" parking for commercial vehicles. Planning Manager Downing stated he will follow up on the commercial truck. He stated there is Neighborhood Traffic Calming Guideline and he can discuss with Diane Bonifacio, resident who wrote a letter.

In answer to Commissioner Fowler-Payne, Associate Planner Heffernon stated that trucks will be looked at in association with the Home Occupation Permits.

Commissioner Fowler-Payne reported that there are boats parked on the street. Planning Manager Downing stated staff will look into the issue and stated the City relies on resident complaints.

Commissioner Mack asked staff to review the vehicles on Ash Street. Planning Manager Downing stated that staff will contact Neighborhood Services on this matter.

In answer to Chair George, Ms. Heffernon gave updates on grey water, electric vehicles, and solar and stated staff will be taking the PACE program to the City Council, which is an incentive to get a low rate for renewable energy.

In answer to Commissioner Keen, Planning Manager Downing stated the City does not have anything in the Municipal Code prohibiting homes being constructed of Sea Train containers.

 **MONROVIA®**

Grow Beautifully



Blue Finger

**Senecio talinoides var.
mandraliscae**

Item #6868 USDA Hardiness Zone: 10 - 11



Availability

[Buy Online Now and Pick-Up at your local Garden Center »](#)

[Add to Favorites »](#)



Plant Description

A striking blue gray succulent from South Africa. Pencil-like, slightly curved leaves point upward and form a dense mat, making an attractive groundcover where a blue gray effect is desired. Easy care and drought tolerant but will tolerate regular irrigation. Attractive in containers.

Overview

Light Needs:



Full sun

Watering Needs:



Once established, needs only occasional watering.

Average Landscape Size:



Forms a carpet of foliage to 2 ft. tall, 2 to 3 ft. wide.

Key Feature:



Waterwise

Blooms:



White flowers in summer.

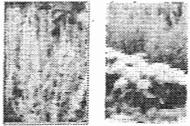
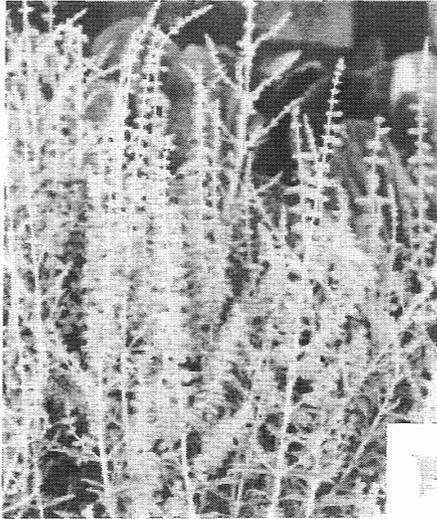
Landscape Uses:



Container , Ground Cover , Rock Garden

Detail

Care



Lacey Blue Russian Sage

Perovskia atriplicifolia 'Lisslitt'
P.P.# 20,845

Item #8478 USDA Hardiness Zone: 4 - 10



Availability

[Buy Online Now and Pick-Up at your local Garden Center »](#)

[Check here for selected retailers who have ordered»](#)

[Add to Favorites »](#)



Plant Description

This hardy, heat and drought tolerant selection has an improved, sturdy, compact form that does not flop over in the landscape! Lavender-blue flower sprays enhance aromatic, deer resistant foliage. Colorful, easy care choice for accent, border or mass planting.

Overview

Light Needs:



Full sun

Watering Needs:



Once established, needs only occasional watering.

Average Landscape Size:



Reaches 12 to 18 in. tall, spreading 24 to 26 in. wide.

Key Feature:

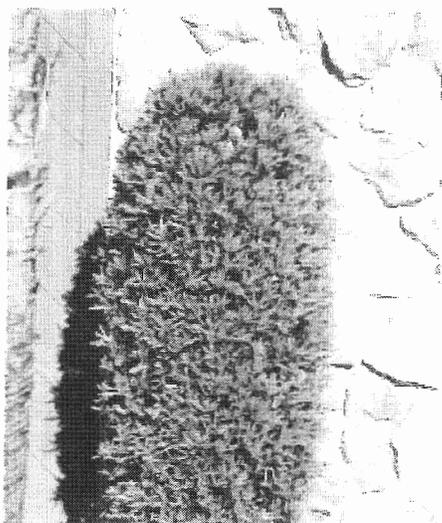
Compact Habit

Blooms:

Summer to early fall.

Landscape Uses:

Border , Firescaping/Fire Wise , Mass Planting , Rock Garden »



Shrubby Yew Podocarpus

Podocarpus macrophyllus maki

Item #6650 USDA Hardiness Zone: 7 - 11



Availability

Not Available.

[See other plants you might like. »](#)

[Add to Favorites »](#)



Plant Description

Medium size evergreen shrub with dense upright branching on a pyramidal form. It is heavily covered by dark green yew-like leaves. A wonderful hedge or screen plant that takes shearing very well.

Overview

Light Needs:



Partial to full sun

Watering Needs:



Needs regular watering - weekly, or more often in extreme heat.

Average Landscape Size:



Reaches 8 -10 ft. tall, 3-4 ft. wide in ten years.

Key Feature:

Deer Resistant

Blooms:

Does not flower

Landscape Uses:

Coastal Exposure ,
Container , Espalier ,
Firescaping/Fire Wise ,
Houseplant , Poolside ,
Specimen , Windbreak ,
Woodland Garden



Majestic Beauty® Fruitless Olive

Olea europaea 'Monher'

Item #6299 USDA Hardiness Zone: 8 - 11



Availability

[Check here for selected retailers who have ordered»](#)

[Add to Favorites »](#)



Plant Description

Attractive, refined appearance to the upright, open crown of this superior patio or garden tree that does not produce messy mature fruit. Gray green leaves are narrow and long, giving it an airy appearance. Thrives in hot, dry areas. Evergreen.

Overview

Light Needs:



Full sun

Watering Needs:



Once established, needs only occasional watering.

Average Landscape Size:



Slow growing 25 to 30 ft. tall, 25 ft. wide.

Key Feature:

Waterwise

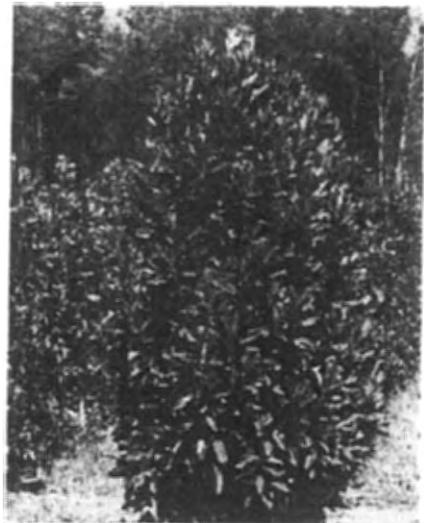
Blooms:

Summer

Landscape Uses:

Coastal Exposure, Mass Planting, Rock Garden, Specimen





Alta™ Southern Magnolia

Magnolia grandiflora 'TMGH'
P.P.# 11612

Item #0998 USDA Hardiness Zone: 6 - 10



Availability

Not Available.

[See other plants you might like. »](#)

[Add to Favorites »](#)



Plant Description

A columnar form that remains upright and tight year after year without pruning. Lustrous dark green leaves have rusty undersides. White, cup-shaped fragrant flowers. Valuable for smaller spaces in urban and suburban landscapes. Evergreen.

Overview

Light Needs:



Full sun

Watering Needs:



Once established, needs only occasional watering.

Average Landscape Size:



Very slow growing to 20 ft. tall, 9 ft. wide in 10 years.

Key Feature:



Compact Habit

Blooms:



Summer

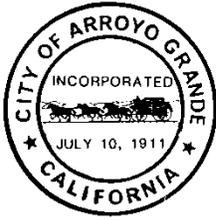
Landscape Uses:



Coastal Exposure,
Firescaping/Fire Wise,
Very Wet Areas

Detail





MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATT DOWNING, PLANNING MANAGER

BY: SAM ANDERSON, PLANNING TECHNICIAN

**SUBJECT: CONSIDERATION OF ARCHITECTURAL REVIEW 16-007;
REPLACEMENT OF AWNINGS; 148 W. BRANCH STREET;
APPLICANT – CAMAY ARAD**

DATE: SEPTEMBER 19, 2016

RECOMMENDATION:

It is recommended that the Architectural Review Committee (ARC) review plans for the replacement of awnings and make a recommendation to the Community Development Director.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

BACKGROUND:

Location



The subject property is zoned Village Core Downtown (VCD), is located in the D-2.4 Historic Character Overlay District, and requires review by the Architectural Review Committee (ARC) for compliance with the *Design Guidelines and Standards for the Historic Character Overlay District*.

**ARCHITECTURAL REVIEW COMMITTEE
CONSIDERATION OF ARCHITECTURAL REVIEW 16-007
SEPTEMBER 19, 2016
PAGE 2**

Village West was previously remodeled in 2013, including new paint, awning colors, and signage. Buildings were repainted to the current colors, with Building C being painted Light Gray, Pale Sage Green, and Light Terra Cotta for the separate tenant suites (Attachment 1).

ANALYSIS OF ISSUES:

The proposed project consists of removing two (2) pale gray faded awnings along the south and west previously removed facades and replace with two (2) new black awnings with 6" scalloped valances with white trim.

Both of the awnings are proposed to be taut with 6" fringe and are consistent with the Guidelines and Standards for the Historic Character Overlay District in terms of colors, materials, and location. An example of the proposed color of the awnings will be available at the meeting. The proposed awnings will be a visual improvement, especially considering existing building colors.

Attachments

1. Architectural Review Committee Minutes from July 1st, 2013
2. Project plans

ARC MINUTES
JULY 1, 2013

Comments:

All present Committee Members really liked the project and feel it is needed. All expressed concern over creek setbacks in terms of meeting criterion stipulated by California Department of Fish and Wildlife. Michael and Warren wanted to see the two blank walls facing James Way addressed though windows or some other architectural feature. Michael expressed a desire to see the roof ridge line broken up and corbels to support cantilevers. He went on to state the bronze colored windows are not appealing.

Tom Goss made a motion, seconded by Michael Peachey, to recommend to the Planning Commission approval of the project with the following recommendations:

1. Variance setback must be approved by California Department of Fish and Wildlife;
2. Lot merger be approved;
3. The lower sign to identify the plaza shall either be retitled, removed or relocated or a new sign shall be placed at the top entrance near Oak Park Boulevard to indicate the professional center and/or fitness club;
4. In the assisted living area, windows and details shall be placed at the ends of the building and the ridge line should have cupolas installed for venting;
5. Details be placed at gable ends of townhomes;
6. Landscape plan for town homes be submitted for ARC review;

The motion was carried on a 4-0 voice vote:

Tom Goss – Yes	Mike Peachey – Yes
Chuck Fellows – Absent	Randy Russom – Yes
Warren Hoag – Yes	

B. ARCHITECTURAL REVIEW 13-002; APPLICANT – VILLAGE CENTRE, KIMO PANKEY; REPRESENTATIVE – ROBIN McDONALD; LOCATION – 130-154 WEST BRANCH

Staff Contact: Aileen Nygaard

Assistant Planner Aileen Nygaard presented the staff report for the project.

Tom Goss wanted clarification on the proposed awnings. All frames except Serendipity will be loose below frame. He also questioned the phasing of the painting. Representative Robin McDonald stated that all painting will be done at the same time.

Tom stated he preferred the light without the grate. He went on to discuss the medallion and stated it looked a bit busy. He expressed some apprehension about the greens and grays.

Michael Peachey stated the architectural “teeth” on Serendipity be painted the same creamy color and continue down to the band. He moved on to the tower and stated his like of the medallion design. He suggested the medallion be more transparent with wrought iron accents or perforated metal. He also suggested that the darker gray be used though out the tower instead of the lighter gray.

Randy Russom stated he did not like the big white sign boxes above the three units and felt they lacked some of the elegance of the other features. The tower with medallion was fine but he did not like the Village Sign. In terms of colors for the tower, Randy suggested that it have no white underneath the roof, dark gray pillars and light gray for the ceiling underneath.

Warren Hoag stated he was fine with the medallion, wanted to see the ceiling/under roof of tower darker and was fine with the two tone approach to the tower.

Tom Goss made a motion, seconded by Randy Russom, approving the project with the following conditions:

1. The keystone on Down the Aisle shall be a darker brown;
2. The castle/”teeth”- like detail on Serendipity shall be same color as the band;
3. The real estate building sign boxes shall be a shade darker;
4. The tower ceiling should be darker;
5. New awnings on Serendipity shall be encouraged;

The motion was carried on a 4-0 voice vote:

Tom Goss –Yes	Mike Peachey – Yes
Chuck Fellows – Absent	Randy Russom – Yes
Warren Hoag – Yes	

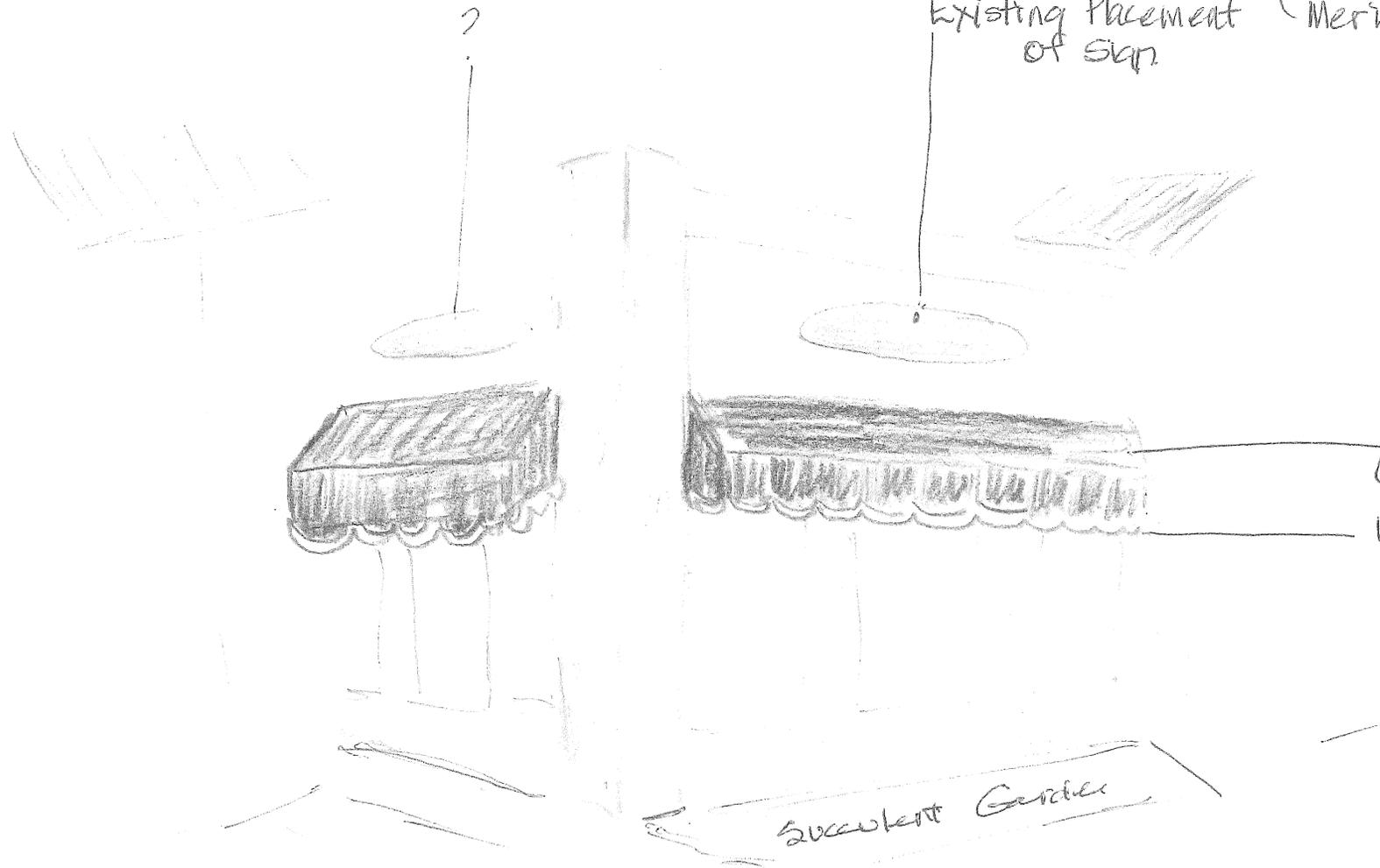
**C. ADMINISTRATIVE SIGN PERMIT 13-014; APPLICANT – CENTURY 21;
REPRESENTATIVE – JIM CRAVEN; LOCATION – 102 BRIDGE STREET**

Staff Contact: Rachel Grothe

Planning Intern Rachel Grothe presented the staff report for the project.

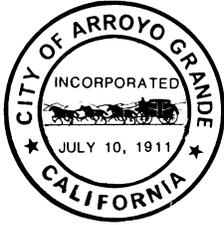
(Serendipity
Meridian etc

Existing Placement
of Sign



South Entrance
Facing BotA, FWY etc.

↖ 148
W. Branch St



MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATT DOWNING, PLANNING MANAGER

**SUBJECT: CONSIDERATION OF ARCHITECTURAL REVIEW COMMITTEE
APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL**

DATE: SEPTEMBER 19, 2016

RECOMMENDATION:

It is recommended the Architectural Review Committee appoint one Committee Member and one alternate to serve as a representative on the Community Service Grant Panel.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City Council approved \$20,000 in the FY 2016-17 Annual Budget for community service grants. There will be some increased staffing requirements in order to administer the program.

BACKGROUND:

During consideration of the 2014 Community Development Block Grant (CDBG) funding recommendations, the City Council directed staff to make changes to the program in the future. The City has historically funded social service agencies through CDBG funds. In addition, the City has funded ADA access barrier removal projects from both CDBG funds and Local Sales Tax funds. However, CDBG funding has been gradually decreased, which has made the process cumbersome for small social service agency grants. As a result, it was decided to utilize the full amount of CDBG funds to pay for ADA access barrier removal projects in the future. City funds previously used to pay for ADA access barrier removal projects were then shifted to pay for social service requests. This will make it easier to fund smaller grants, as well as expand the eligibility for other community service related type of agencies and programs.

ANALYSIS OF ISSUES:

The primary objectives of creating the process are to establish appropriate criteria and an effective and impartial selection process. The City Council approved a process by which applications will be distributed in late October with a deadline for

**ARCHITECTURAL REVIEW COMMITTEE
CONSIDERATION OF APPOINTMENT TO COMMUNITY SERVICE GRANT
PANEL
SEPTEMBER 19, 2016
PAGE 2**

submittal in early December. Staff would then prepare the materials to be considered by a review panel in January and presented to the City Council for consideration in February or March. Grants are recommended to be in amounts of not less than \$250.

Under the recommended criteria, in order to apply an organization must:

- Operate as a non-profit 501c3;
- Serve the Arroyo Grande community;
- Use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
- Not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition, or age; and
- Not use grant monies specifically for religious activities.

On September 23, 2014, the Council established the criteria for the Community Service Grant Review Panel. The panel will review all applications and develop recommendations for consideration by the City Council. In order to designate a panel knowledgeable in community needs and to avoid the need to establish a separate committee, it is recommended that each City commission and committee with functions serving the entire community designate one member to serve on the Community Service Grant Review Panel. As a result, the panel would consist of:

- One member of the Architectural Review Committee
- One member of the Planning Commission
- One member of the Historical Resources Committee
- One member of the Parks and Recreation Commission
- One member of the Traffic Commission

A copy of the proposed program description and application is attached. The application will be provided on the City's website for applicants to complete online.

ALTERNATIVES:

The following alternatives are presented for consideration:

- Appoint one Committee Member and an alternate; or
- Provide staff other direction.

ADVANTAGES:

Participation on the panel will help ensure an impartial and effective process to award grants to community service organizations in order to address unmet needs in the community. The overall objective of the program is to help fund efforts of

**ARCHITECTURAL REVIEW COMMITTEE
CONSIDERATION OF APPOINTMENT TO COMMUNITY SERVICE GRANT
PANEL
SEPTEMBER 19, 2016
PAGE 3**

organizations that can address these needs more effectively than developing programs offered by the federal government (i.e. CDBG).

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

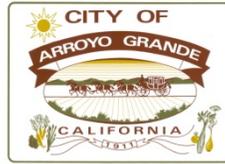
No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. 2017 Community Service Grant Program Description and Application



CITY OF ARROYO GRANDE 2016-17 COMMUNITY SERVICE GRANT PROGRAM

DESCRIPTION OF PROGRAM:

The City's 2016-17 Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups that provide specialized social service, educational, cultural, beautification and recreation programs and projects benefitting its citizens. Grants awarded will be in minimum amounts of not less than \$250. Funding is limited to \$20,000 for Grant Year 2016-17.

ELIGIBILITY STANDARDS:

To be eligible to apply for grant monies under the City's 2016-17 Community Service Grant Program, a community organization must satisfy the following standards:

1. operate as a non-profit 501(c)(3);
2. serve the Arroyo Grande community;
3. use funds provided to directly provide a social service, educational, cultural, beautification or recreation program or project to Arroyo Grande residents and/or businesses;
4. not restrict participants based upon race, religion, gender, sexual orientation, marital status, national origin, ancestry, disability, medical condition or age; and
5. not use grant monies for specifically religious activities.

"Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies.

APPLICATION PROCESS:

- I. Completion of Application Form

All interested non-profit organizations must complete the attached application form (an online copy of the form can be accessed at the City's website at www.arroyogrande.org), including:

- Name and address of the non-profit organization (applicant is required to list the local branch if it represents a national or statewide organization).

- Description of community services provided.
- Relationship of non-profit organization to the community.
- Current membership figures and approximate number of City of Arroyo Grande residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- **Past two years** financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs (Please denote what salaries are directly related to administration and/or program costs).
- Applicants are requested to provide information on their annual sources of revenue received.
- Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received and document how the funds were utilized.
- ***In addition to the original application, please submit eleven (11) additional copies: double-sided, 3-hole punched and paper clipped.***

II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 5:00 p.m., Friday, **December 9, 2016** addressed to:

**City of Arroyo Grande
Community Development Department
Attention: Kelly Heffernon, Associate Planner
300 E. Branch Street
Arroyo Grande, CA 93420**

III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Community Service Grant Committee will review and consider proposals from community groups. All proposals will be evaluated to ascertain which non-profit organizations best meet the needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the resident of the City of Arroyo Grande, if grant funds are awarded;
- B. The number of City of Arroyo Grande residents by age group served by the non-profit organization; geographic area(s) and total number of clients served by the non-profit organization;
- C. The non-profit organization's history of providing community services to the residents of the City of Arroyo Grande; and
- D. The non-profit organization's financial need for grant funds to service the City of Arroyo Grande residents.

IV. Award of Funds

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

V. Execution of Agreement

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Arroyo Grande. NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2016 calendar year.

VI. For more information, contact Kelly Heffernon at 473-5420.



**CITY OF ARROYO GRANDE
COMMUNITY SERVICE GRANT PROGRAM
APPLICATION FORM
2016-17**

Please complete the following sections: *(use additional sheets as necessary)*

I. NAME AND ADDRESS OF NON-PROFIT ORGANIZATION: *(must be the local branch).*

II. GRANT APPLICANT REPRESENTATIVE'S NAME, ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER: *(must be the Executive Director or their designated representative).*

III. DESCRIPTION OF COMMUNITY SERVICES PROVIDED:

IV. LIST AREA(S) SERVED BY NON-PROFIT ORGANIZATION: *(include a brief description of the relationship of your non-profit organization to the residents of the City of Arroyo Grande).*

V. NUMBER OF CITY OF ARROYO GRANDE RESIDENTS SERVED BY NON-PROFIT ORGANIZATION: *(broken down by age groups if available).*

VI. AMOUNT OF FUNDS REQUESTED:

VII. PROPOSED USE AND BUDGET PLAN FOR GRANT FUNDS: *(indicate if any of the grant funds will be used for any other purpose than those designated such as overhead, national office, administrative salaries).*

VIII. ADDITIONAL DOCUMENTATION: *(if you have received funds in the past, please indicate the amount of funds received (indicate what year) and how the funds were utilized).*

IX. SUPPLEMENTAL DOCUMENTATION:

- Past two (2) years financial statements, including the current year with the balance sheets and the profit/loss statements.
- Information indicating the percentage of revenue received that is used for administration, salaries, and program costs.
- Breakdown and description of non-profit organization's sources of revenue.
- Proof of 501(c)(3) status with a copy of the letter from the IRS.
- Copy of the non-profit organizations Board of Directors, Officers and an organization chart.

X. CERTIFICATION:

I certify on behalf of _____ non-profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Arroyo Grande, in a form and content provided by the City of Arroyo Grande, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2016 Community Service Grant Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, indemnify, defend, and hold harmless the City of Arroyo Grande relative to any and all liability that may arise as a result of the use of the City of Arroyo Grande Community Service Grant Fund monies.

Date: _____ Signature: _____
Executive Director or Designee

Board of Director or Officer