



**AGENDA SUMMARY  
HISTORICAL RESOURCES COMMITTEE MEETING  
FRIDAY, OCTOBER 14, 2016  
10:00 A.M.  
CITY HALL - 2ND FLOOR CONFERENCE ROOM  
300 EAST BRANCH STREET, ARROYO GRANDE**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. FLAG SALUTE**

**4. AGENDA REVIEW:**

The Committee may revise the order of items depending on public interest and/or agenda overload (inadequate time per item).

**5. 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 Historical Resources Committee. The Brown Act restricts the Committee from taking formal action on matters not published on the agenda.

**6. WRITTEN COMMUNICATIONS:**

Correspondence or supplemental information for the Historical Resources Committee received after Agenda preparation. In compliance with the Brown Act, the Committee will not take action on correspondence relating to items that are not listed on the Agenda, but may schedule such matters for discussion or hearing as part of future agenda consideration.

**7. APPROVAL OF MINUTES:**

**7.a. CONSIDERATION OF APPROVAL OF MINUTES**

Recommended Action: It is recommended the Historical Resources Committee approve the minutes of the March 11, April 15, and July 8, 2016 meetings.

Documents:

[Draft\\_HRC\\_Minutes\\_03-11-2016.pdf](#)

[Draft\\_HRC\\_Minutes\\_04-15-2016.pdf](#)

[Draft Minutes 07-08-16.pdf](#)

**8. REGULAR BUSINESS:**

**8.a. HISTORICAL RESOURCE SURVEYS**

**9. NEW BUSINESS:**

**9.a. CONSIDERATION OF ARCHITECTURAL REVIEW 16-008; WINDOW RETROFIT AND RELOCATION OF FRONT DOOR AND PORCH; LOCATION - 512 IDE STREET; APPLICANT - GAMBRIL DEVELOPMENT; REPRESENTATIVE - RICK GAMBRIL**

Recommended Action: It is recommended that the Historical Resources Committee review the proposed project and make a recommendation to the Community Development Director.

Documents:

[HRC 2016-10-14\\_09a ARCH 16-008 Ide Street.pdf](#)

## 10. DISCUSSION ITEMS

### 10.a. CONSIDERATION OF HISTORICAL RESOURCES COMMITTEE APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL

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

Documents:

[HRC 2016-10-14\\_10a CSGP 2017.pdf](#)

## 11. COMMITTEE COMMUNICATIONS:

Correspondence/Comments as presented by the Historical Resources Committee.

## 12. STAFF COMMUNICATIONS:

Correspondence/Comments as presented by staff.

## 13. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Historical Resources 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 E. 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 HISTORICAL RESOURCES COMMITTEE FRIDAY, MARCH 11, 2016**

#### **1. CALL TO ORDER**

Chair Hart called the Historical Resources Committee meeting to order at 10:00 a.m.

#### **2. ROLL CALL**

HRC Members: Committee Members Norma Harloe, Shirley Gibson and Bill Hart were present. Chuck Fellows and Vincent Allen were absent.

City Staff Present: Associate Planner Matt Downing was present.

#### **3. FLAG SALUTE**

Associate Planner Downing led the flag salute.

#### **4. AGENDA REVIEW**

Chair Hart recommended the Committee hear Item 9.a. before Item 8.a. The Committee unanimously concurred.

#### **5. COMMUNITY COMMENTS AND SUGGESTIONS**

None.

#### **6. WRITTEN COMMUNICATIONS**

None.

#### **7. APPROVAL OF MINUTES**

##### **7.a. CONSIDERATION OF APPROVAL OF MINUTES**

Due to lack of quorum, the minutes of December 11, 2015 were continued.

#### **9. New Business**

##### **9.a. CONSIDERATION OF PROCEEDING WITH AN APPLICATION FOR THE DESIGNATION OF A HISTORIC RESOURCE**

Associate Planner Downing provided the staff report for the project.

The Committee asked questions regarding the designation process and the current owner.

Chair Hart opened the item for public comment.

Speaking from the public was Ken Miles, Camp Fire.

Hearing no further speakers, Chair Hart closed public comment.

The Committee provided comments on the project, including support for proceeding with the designation process due to the Tabernacle and grounds being possibly the most historically significant resource in the City and South County and discussion on the designation criteria the Tabernacle and grounds meet.

Chair Hart made a motion, seconded by Shirley Gibson, that the Historical Resources Committee nominates the Methodist Tabernacle and grounds as a historic resource, and to create a working committee to strengthen the HRC's position that these items are the most historic resource in Arroyo Grande and possibly South County.

The motion passed on a 3-0 voice vote.

## **8. REGULAR BUSINESS**

### **8.a. HISTORICAL RESOURCE SURVEYS**

There were no updates on the historic resource surveys and the item was continued to the next meeting.

## **10. DISCUSSION ITEMS**

None.

## **11. COMMITTEE COMMUNICATIONS**

None.

## **12. STAFF COMMUNICATIONS**

None.

## **13. ADJOURNMENT**

The meeting was adjourned at 11:02 am to a meeting on April 8, 2016.

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**MATTHEW DOWNING,**  
**ASSOCIATE PLANNER**

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**BILL HART, CHAIR**

**(Approved at HRC Mtg \_\_\_\_\_, 2016)**

## **ACTION MINUTES**

### **SPECIAL MEETING OF THE HISTORICAL RESOURCES COMMITTEE FRIDAY, APRIL 15, 2016**

#### **1. CALL TO ORDER**

Chair Hart called the Historical Resources Committee meeting to order at 10:02 a.m.

#### **2. ROLL CALL**

HRC Members: Committee Members Norma Harloe, Shirley Gibson, Chuck Fellows, Vincent Allen and Bill Hart were present.

City Staff Present: Planning Manager Matt Downing was present.

#### **3. FLAG SALUTE**

Chair Hart led the flag salute.

#### **4. AGENDA REVIEW**

Chair Hart recommended the Committee hear Item 9.a. before all other business items. The Committee unanimously concurred.

#### **5. COMMUNITY COMMENTS AND SUGGESTIONS**

None.

#### **6. WRITTEN COMMUNICATIONS**

None.

#### **9. NEW BUSINESS**

##### **9.a. CONSIDERATION OF HISTORIC RESOURCE DESIGNATION NO. 16-001; DESIGNATING THE ARROYO GRANDE METHODIST CAMPGROUND AND TABERNACLE AS A LOCAL HISTORIC RESOURCE; LOCATION – 250 WESLEY STREET; APPLICANT – ARROYO GRANDE HISTORICAL RESOURCES COMMITTEE**

Planning Manager Downing provided the staff report for the project.

Chair Hart provided his support for moving forward with the designation. Chair Hart indicated his thought the campground and Tabernacle met designation criteria numbers 1, 2, and 4.

Chair Hart left the meeting at 10:11 am. Vincent Allen began chairing the meeting.

Shirley Gibson provided information to the Committee regarding the campground and Tabernacle, supporting designation criteria numbers 1, 2, and 4.

Vice Chair Allen opened the item for public comment.

Rick Barbezat spoke in support of protecting the site and Tabernacle.

Rex Miller, California-Pacific Conference, representing the property owner, indicated he was not contesting the designation, but questioned the ramifications of the designation. At the request of Vice Chair Allen, Planning Manager Downing explained what designation would mean for the property.

Ken Miles, Camp Fire, spoke in support of the designation.

Hearing no further speakers, Vice Chair Allen closed public comment.

The Committee provided comments on the project, the need to maintain plenty of space around the structure to keep the context intact, that the historic presence can be seen, and that the site and structure should be designated.

Shirley Gibson made a motion, seconded by Chuck Fellows, that the Historical Resources Committee recommends approval of Historic Resource Designation 16-001, designating the Methodist campground and Tabernacle as local historic resources.

The motion passed on a 4-0 voice vote, with Bill Hart absent.

## **7. APPROVAL OF MINUTES**

### **7.a. CONSIDERATION OF APPROVAL OF MINUTES**

Chuck Fellows made a motion, seconded by Norma Harloe, to approve the minutes of December 11, 2015 as submitted. The motion carried on a 3-0-1 voice vote, with Shirley Gibson abstaining and Bill Hart absent.

Chuck Fellows made a motion, seconded by Shirley Gibson, to approve the minutes of January 15, 2016 as submitted. The motion carried on a 3-0-1 voice vote, with Vincent Allen abstaining and Bill Hart absent.

Due to lack of quorum, the minutes of March 11, 2016 were continued.

## **8. REGULAR BUSINESS**

### **8.a. HISTORICAL RESOURCE SURVEYS**

There were no updates on the historic resource surveys and the item was continued to the next meeting.

## **10. DISCUSSION ITEMS**

None.

## **11. COMMITTEE COMMUNICATIONS**

None.

## **12. STAFF COMMUNICATIONS**

None.

**13. ADJOURNMENT**

The meeting was adjourned at 10:52 am.

\_\_\_\_\_  
**MATTHEW DOWNING,**  
**PLANNING MANAGER**

\_\_\_\_\_  
**BILL HART, CHAIR**

**(Approved at HRC Mtg \_\_\_\_\_, 2016)**

**DRAFT**

## **ACTION MINUTES**

### **REGULAR MEETING OF THE HISTORICAL RESOURCES COMMITTEE FRIDAY, JULY 8, 2015**

#### **1. CALL TO ORDER**

Chair Hart called the Historical Resources Committee to order at 10:02 a.m.

#### **2. ROLL CALL**

HRC Members: Chair Bill Hart, Committee Members Chuck Fellows, Norma Harloe, and Shirley Gibson were present. Vice Chair Vincent Allen was absent.

City Staff Present: Planning Manager Matt Downing, City Attorney Heather Whitham and Planning Intern Patrick Holub were present.

#### **3. FLAG SALUTE**

City Attorney Heather Whitham led the flag salute.

#### **4. AGENDA REVIEW**

The Committee agreed to move item 9.a ahead of item 8.

#### **5. COMMUNITY COMMENTS AND SUGGESTIONS**

None.

#### **6. WRITTEN COMMUNICATIONS**

None.

#### **7. APPROVAL OF MINUTES**

None.

#### **9. NEW BUSINESS**

##### **9.a. CONSIDERATION OF PROCEEDING WITH AN APPLICATION FOR THE DESIGNATION OF A HISTORIC RESOURCE; LOCATION – 250 WESLEY STREET (METHODIST CAMPGROUND AND TABERNACLE) (DOWNING)**

Chair Bill Hart recused himself and left the meeting at 10:05.

Planning Manager Downing presented the staff report for the project.

The Committee asked questions regarding the eligibility of the tabernacle as a historic resource and the process for the remainder of the meeting.

Committee Member Fellows asked for the property owner's representative to present their information. Jim Buttery, legal counsel for the property owner, presented an

adopted Resolution from his client, the California-Pacific Annual Conference of the United Methodist Church, formally objecting to the Tabernacle being designated as a historic resource due to the fact that it would cause the Church to suffer substantial financial hardship. He stated that the Church is willing to donate the Tabernacle in a disassembled state to the City.

The Committee asked questions of Mr. Buttery, including demolition plans for the structure, the feasibility of moving the structure, and the marketability of the property.

In response to the Committee's questions, Mr. Buttery responded that demolition is not a foregone conclusion, that he is unaware if the structure can be moved as his client is offering, and that the December 31, 2016 deadline to move the structure is flexible if progress is being made with the City.

City Attorney Whitham advised the Committee of their legal options in regards to designating the Tabernacle a historic structure. City Attorney Whitham stated that in accordance with State law, the City does not have the legal authority to force a historic designation upon the Church.

Committee member Fellows opened the meeting to public comment.

Richard Barbezat spoke about the infeasibility of moving the Tabernacle in a disassembled state and that a Methodist Church in Southern California tried relocating a similar Tabernacle and were unsuccessful.

Hearing no further comments, Committee member Fellows closed the public comment.

The Committee commented on the building's eligibility to qualify as a historic building.

Committee member Shirley Gibson made a motion, seconded by Norma Harloe, that the HRC finds the Tabernacle is eligible for historic resource designation under criteria numbers 1, 2, and 4..

The motion carried on a 3-0 voice vote, with Bill Hart and Vincent Allan absent.

Committee member Shirley Gibson made a motion to recommend continuing with the process to formally designate the Tabernacle as a historic resource.

The motion died due to lack of a second.

Committee member Chuck Fellows made a motion, seconded by Norma Harloe, to recommend not continuing with the process to formally designate the Tabernacle as a historic resource.

The motion carried on a 2-1 voice vote with Shirley Gibson dissenting and Bill Hart and Vincent Allan absent.

The Committee took a break at 10:45 am and reconvened at 10:50 am.

## **8. REGULAR BUSINESS**

### **8.a. HISTORICAL RESOURCE SURVEYS**

The Committee reported no progress on the historic resource surveys.

Planning Manager Downing stated the best course of action might be to focus on one structure at a time.

## **10. DISCUSSION ITEMS**

None.

## **11. COMMITTEE COMMUNICATIONS**

None.

## **12. STAFF COMMUNICATIONS**

Planning Manager Downing stated his appreciation for the HRC's work on the Tabernacle. He also thanked City Attorney Whitham for her work advising staff and the Committee.

## **13. ADJOURNMENT**

The meeting was adjourned at 10:55 am to a regular meeting on August 12, 2016.

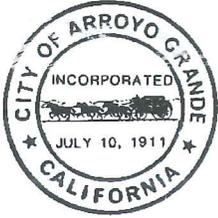
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PATRICK HOLUB,  
PLANNING INTERN

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BILL HART, CHAIR

(Approved at HRC Mtg. \_\_\_\_\_)



## MEMORANDUM

**TO:** HISTORICAL RESOURCES COMMITTEE

**FROM:** MATTHEW DOWNING, <sup>MD</sup> PLANNING MANAGER

**BY:** PATRICK HOLUB, <sup>PH</sup> PLANNING INTERN

**SUBJECT:** CONSIDERATION OF ARCHITECTURAL REVIEW 16-008; WINDOW RETROFIT AND RELOCATION OF FRONT DOOR AND PORCH; LOCATION - 512 IDE STREET; APPLICANT - GAMBRIL DEVELOPMENT; REPRESENTATIVE - RICK GAMBRIL

**DATE:** OCTOBER 14, 2016

### RECOMMENDATION:

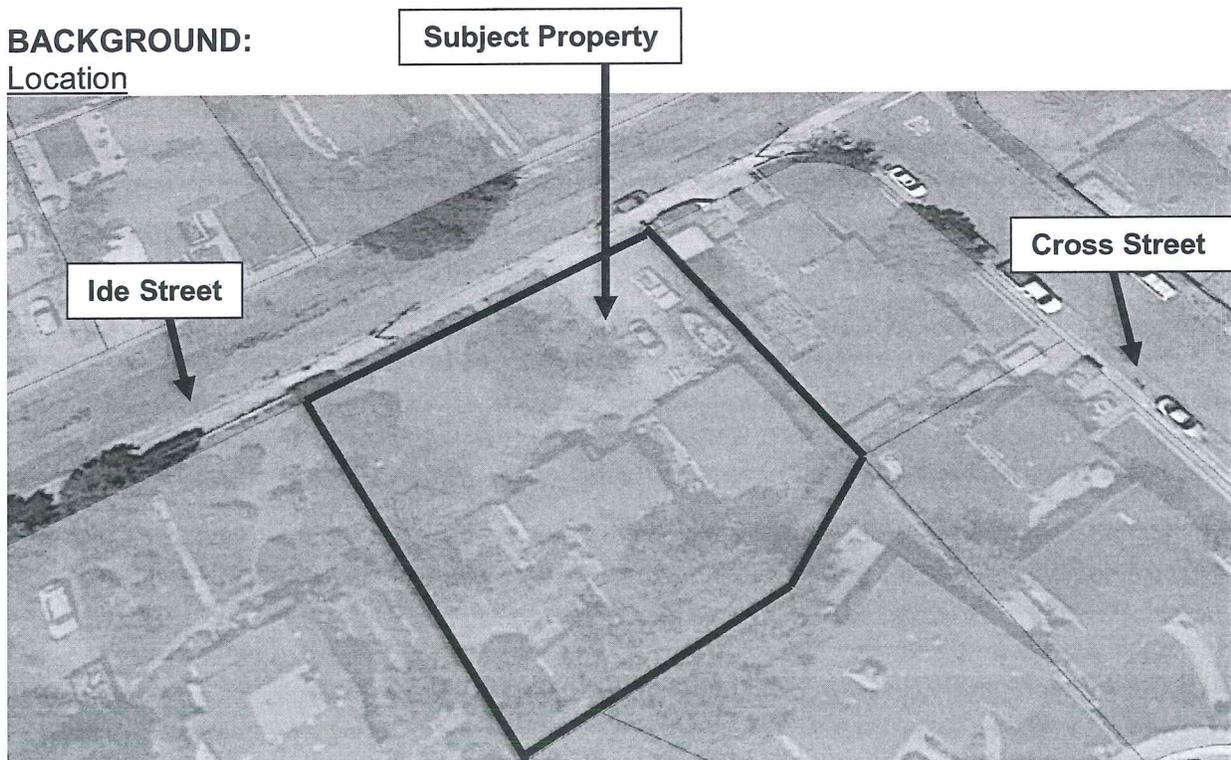
It is recommended that the Historical Resources Committee (HRC) review the proposed project and make a recommendation to the Community Development Director.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

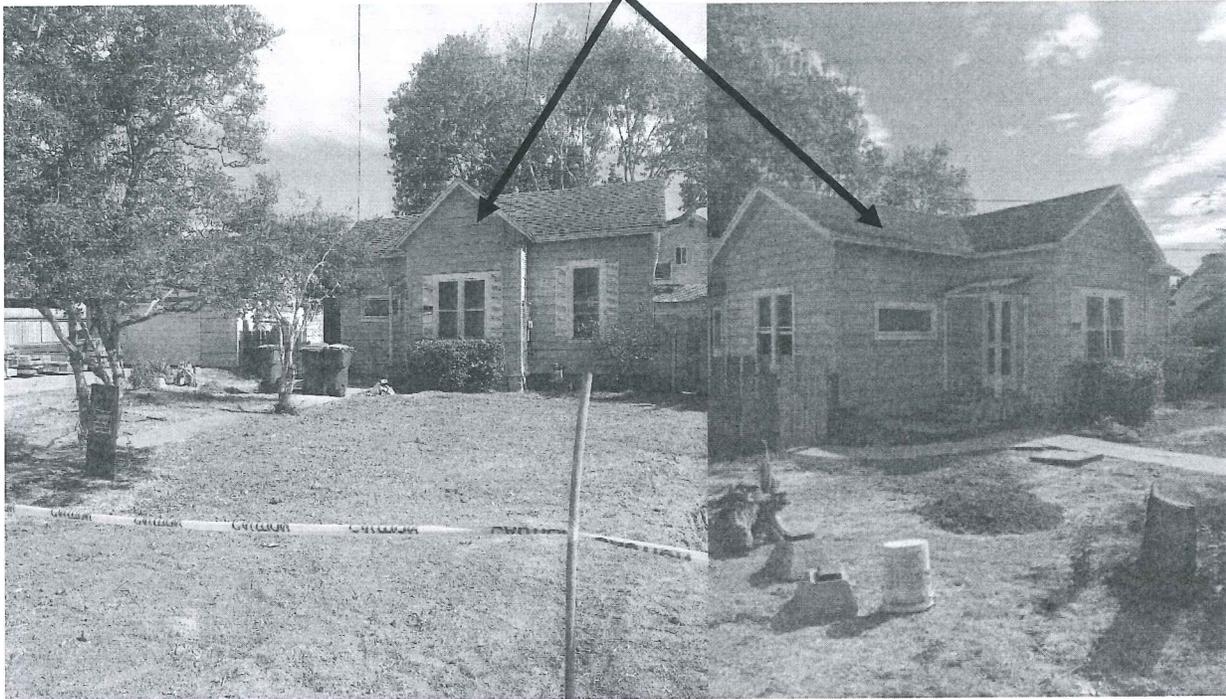
None.

### BACKGROUND:

Location



Subject Property



The subject property is zoned Single Family (SF), is located in the D-2.4 Historic Character Overlay District, and requires compliance with the Design Guidelines and Standards for the Historic Character Overlay District. The property is not currently designated as a historical resource, but is eligible for the local resource list and, therefore, is referred for review by the HRC.

Project Description

The applicant proposes to repaint the structure from the existing light blue color to light yellow (yellow iris) and the detailing of the building is proposed to be painted white. Proposed color samples will be available at the meeting.

The applicant proposes to retrofit the existing windows with Milgard dual-pane windows and relocate the front entry door to its original position at the eastern end of the residence. The proposed windows are single-hung Milgard dual-pane white vinyl windows with a center bar. The windows imitate the appearance of wood and the styling is intended to match window treatments of the period of time in which the residence was constructed.

In conjunction with the relocation of the door, the applicant proposes to relocate the front porch to match the proposed location of the front door.

No additional changes are proposed to the exterior of the residence.

**ANALYSIS OF ISSUES:**

Historical Significance

Ide Street was part of property that was owned by E.W. Steele and mapped in 1885 by R.R. Harris and recorded in 1886. According to source material *San Luis Obispo County*

*and Environs* (1917) it is reasonable to deduce that the residence on the property may have been built by Bela C. Ide. Mr. Ide was a blacksmith and then served as Arroyo Grande's first postmaster from 1902-1910. The source material says that:

*He was one of the first men to build a house down near the railroad tracks, a site now valuable property. He has built three houses in the town, and Ide Street was named in his honor. Mr. Ide was married in Wisconsin to Mrs. Adelaide (Wood) Hawkins, native of Pennsylvania, and they had one son, George P. Ide, formerly post master of Arroyo Grande. Mrs. Ide passed away in 1906.*

Another resource, *The Settlers of Arroyo Grande, Loomis and Mueller* refers to Bela Ide building a house and living on Ide Street for 48 years until his death in 1922, but does not indicate which home. The time span for the referenced home would place the structure into 1874, which is the same year he reportedly arrived in Arroyo Grande, and the same year the railroad was reportedly started. The same resource lists the step-son of Bela Ide, Arthur Hawkins, as living in the home at 512 Ide Street until 1935.

Mr. Hawkins spent two (2) years with the Pacific Coast Railway Company, was a managing partner of the Hawkins & Miller hardware firm, was superintendent of the Arroyo Grande Water Company, and was one of the first to serve as Councilman after the City incorporated in 1911.

It is unclear if the house was built in 1874 prior to the recordation of the Steele property map or if it was not constructed until the map was recorded in 1886. Regardless of the construction date, this house is one of the oldest surviving residences in the Arroyo Grande Village area and is a significant example of early life in Arroyo Grande at a time when the town was occupied by less than 35 families.

#### Architectural Character

The cottage style house and the surrounding grounds appear to have retained their original materials since its construction. However, according to the applicant, it appears that the entryway of the house was rotated from a northwest orientation to face northeast at an unknown point in time. A new 780 square foot detached garage and workshop was constructed in 1984.

The project is proposed to retain the existing siding and materials on the original residence. The proposed project will rotate the current orientation of the front door and porch by 90 degrees to return the front entry to its original location.

The proposed treatment classification for this project is Rehabilitation and allows modifications to accommodate the continued use of the structure with contemporary residential standards. The Committee will need to include recommendations regarding the treatment of the potential resource and identify important character features for retention.

As a Committee, the HRC is charged with providing recommendations that are concerned with the retention of historical resources and character that support the

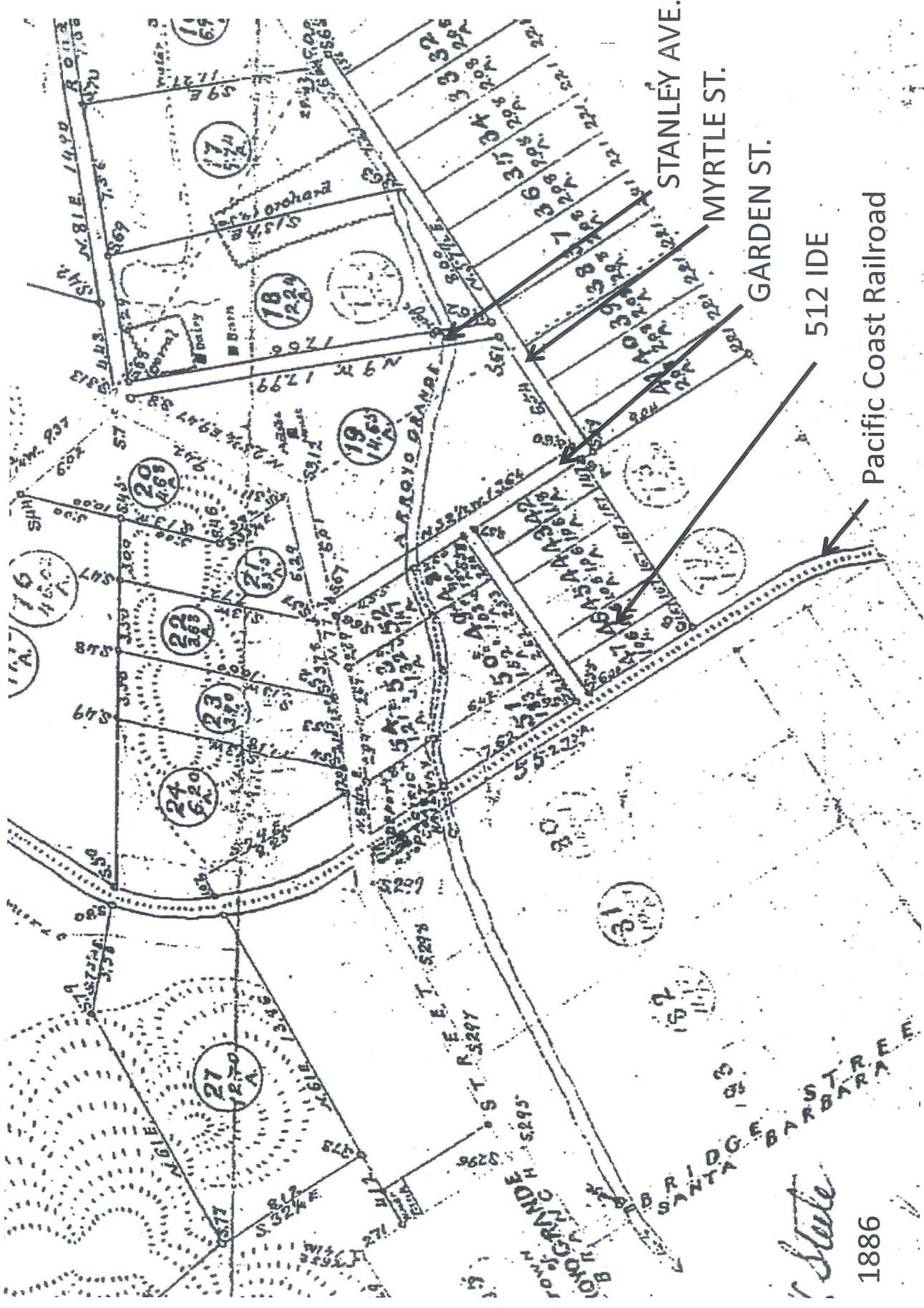
following criteria outlined in Arroyo Grande Municipal Code section 2.21.090 - *Guiding purposes in reviewing projects*:

- A. To ensure consistency with the general plan and compliance with the provisions of Title 16 of the Municipal Code;
- B. Promote the designation, preservation, restoration, safety and use of historic structures to enrich the lives of future generations, providing opportunities to enjoy and learn about the community's history;
- C. Improve the local economy by attracting tourism and other business to the community;
- D. Foster a sense of community identity and pride;
- E. Stabilize and improve the economic value of historic properties and neighborhoods;
- F. Enhance the community's aesthetics, interest, and unique historic character;
- G. Encourage and provide incentives to property owners to preserve and restore historic properties, and to sensitively rehabilitate them for adaptive re-use when necessary.

Comments on this application proposal should address the appropriateness of the project in the context of the historical significance of the property and its character.

Attachments:

- 1. 1886 Map of E.W. Steele property
- 2. *The Secretary of the Interior's Standards for Rehabilitation* (pp. 30-40)
- 3. Photographs of existing residence
- 4. Project plans (Available for review at City Hall)



1886 Map Prepared for E.W. Steele



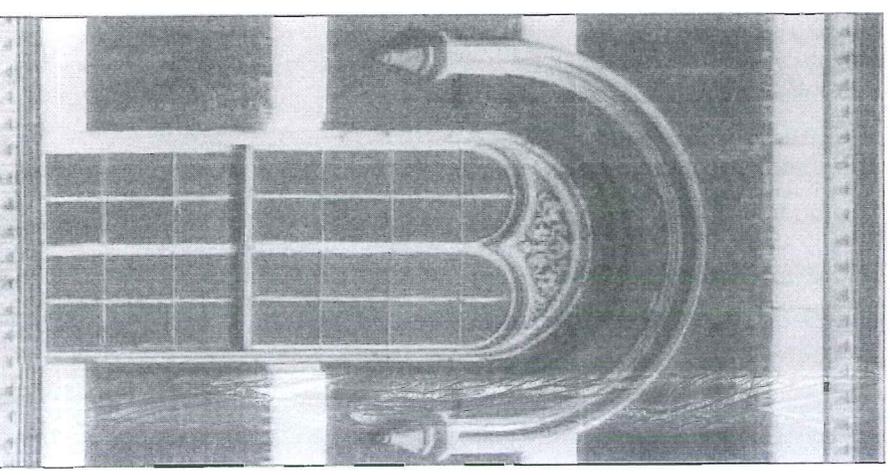
# Building Exterior Windows

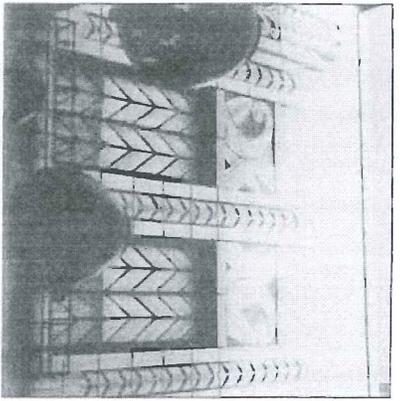
Technology and prevailing architectural styles have shaped the history of windows in the United States starting in the 17th century with wooden casement windows with tiny glass panes seated in lead cames. From the transitional single-hung sash in the early 1700s to the true double-hung sash later in the same century, these early wooden windows were characterized by the small panes, wide muntins, and the way in which decorative trim was used on both the exterior and interior of the window. As the sash thickness increased by the turn of the century, muntins took on a thinner appearance as they narrowed in width but increased in thickness according to the size of the window and design practices. Regional traditions continued to have an impact on the prevailing window design such as with the long-term use of “french windows” in areas of the deep South.

Changes in technology led to the possibility of larger glass panes so that by the mid-19th century, two-over-two lights were common; the manufacturing of plate glass in the United States allowed

for dramatic use of large sheets of glass in commercial and office buildings by the late 19th century. With mass-produced windows, mail order distribution, and changing architectural styles, it was possible to obtain a wide range of window designs and light patterns in sash. Popular versions of Arts and Crafts houses constructed in the early 20th century frequently utilized smaller lights in the upper sash set in groups or pairs and saw the re-emergence of casement windows. In the early 20th century, the desire for fireproof building construction in dense urban areas contributed to the growth of a thriving steel window industry along with a market for hollow metal and metal clad wooden windows.

As one of the few parts of a building serving as both an interior and exterior feature, windows are nearly always an important part of the historic character of a building. In most buildings, windows also comprise a considerable amount of the historic fabric of the wall plane and thus are deserving of special consideration in a rehabilitation project.





#### Recommended

### *Identify, retain, and preserve*

Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

#### Not Recommended

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

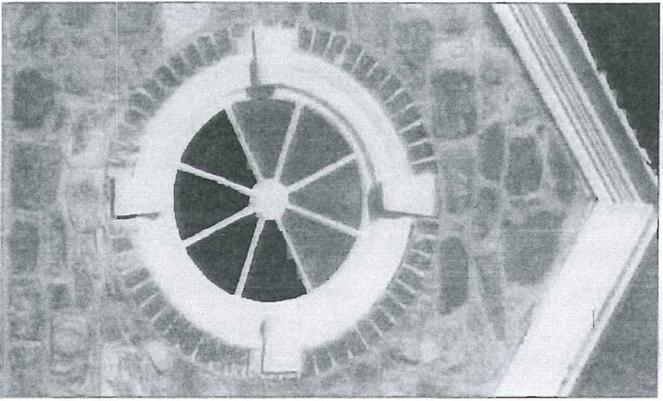
Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, struck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.



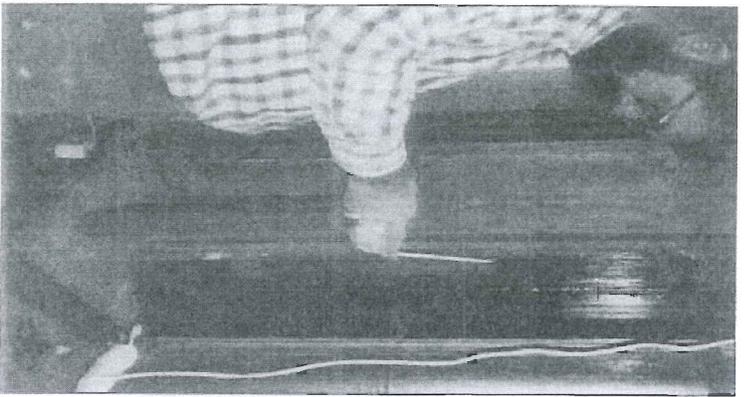
*The distinctive shape and decorative detailing of a building's windows often help establish its architectural style and character.*

### *Protect and maintain*

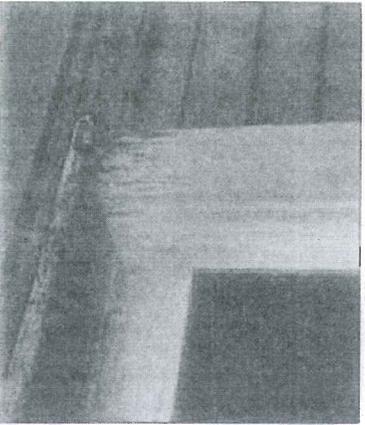
Conducting an in-depth survey of the conditions of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

Protecting and maintaining the wood and architectural metal which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the windows results.



Maintaining a historic window may include work as basic as replacing a sash cord.



Deterioration of poorly maintained windows usually begins on horizontal surfaces where water collects. Problems on this sill are clearly indicated by paint failure due to moisture.

### 32 Building Exterior Windows

#### Recommended

Making windows weather tight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the overall condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

#### Repair

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

#### Not Recommended

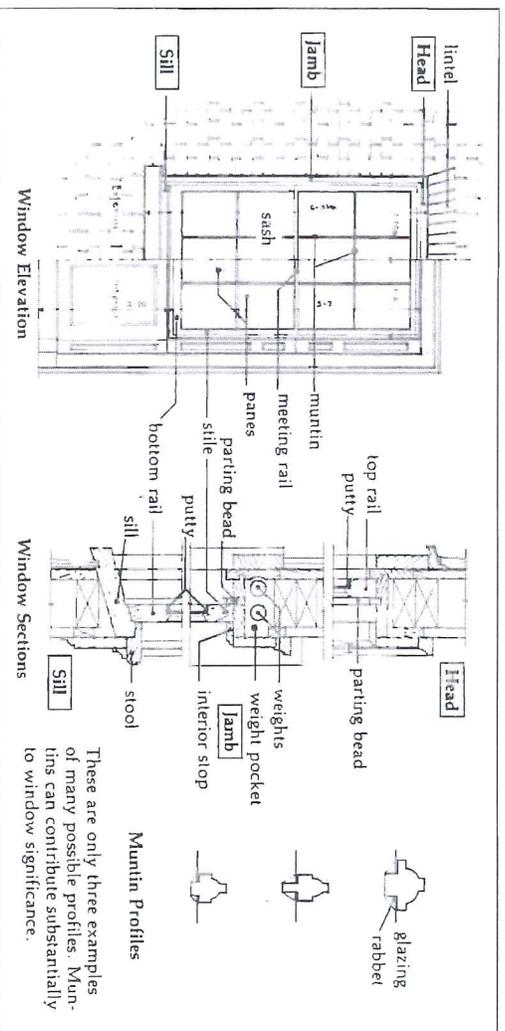
Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the protection of historic windows.

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.



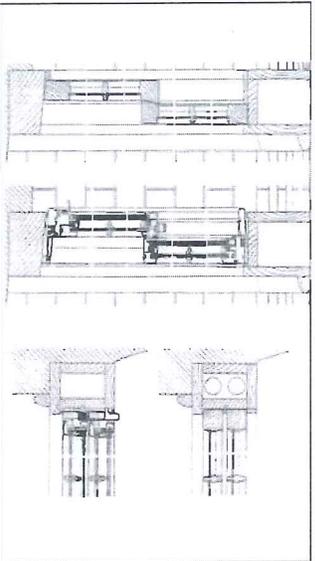
These are only three examples of many possible profiles. Muntins can contribute substantially to window significance.

These drawings identify individual parts and fabrication details of a historic wooden double-hung window.

**Recommended**

**Replace**

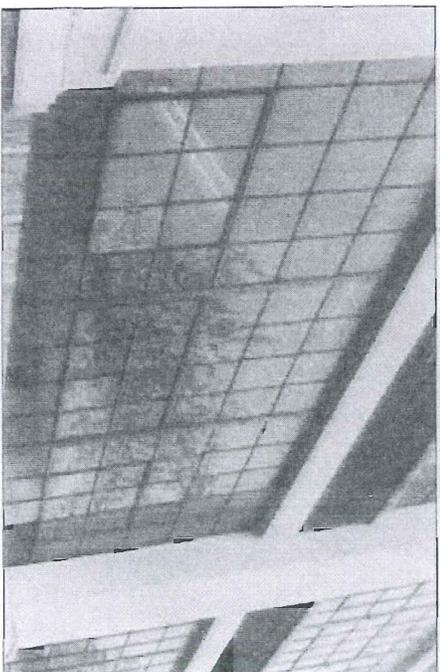
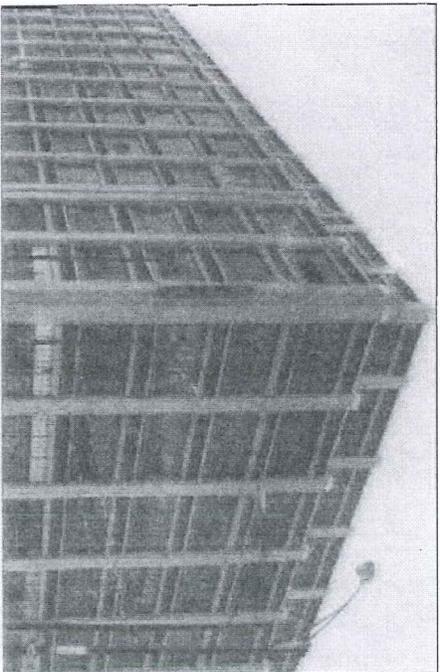
Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered. For example, on certain types of large buildings, particularly high-rises, aluminum windows may be a suitable replacement for historic wooden sash provided wooden replacement are not practical and the design detail of the historic windows can be matched. Historic color duplication, custom contour panning, incorporation of either an integral muntin or 5/8" deep trapezoidal exterior muntin grids, where applicable, retention of the same glass to frame ratio, matching of the historic reveal, and duplication of the frame width, depth, and such existing decorative details as arched tops should all be components in aluminum replacements for use on historic buildings.



*For some larger buildings, it may be appropriate to replace seriously deteriorated windows with new ones that replicate most of the historic visual qualities. This two-part drawing shows the original windows in a mill and the rehabilitation solution that retained the wood frames, then utilized an aluminum sash with true divided lights and a piggyback interior storm panel.*

**Not Recommended**

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.



*The steel pivot windows in this historic manufacturing building were replaced with new windows which matched the multi-lighted originals.*

*The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.*

#### Recommended

##### ***Design for Missing Historic Features***

Designing and installing new windows when the historic windows (frames, sash and glazing) are completely missing. The replacement windows may be an accurate restoration using historical, pictorial, and physical documentation; or be a new design that is compatible with the window openings and the historic character of the building.

#### Not Recommended

Creating a false historical appearance because the replaced window is based on insufficient historical, pictorial, and physical documentation.  
Introducing a new design that is incompatible with the historic character of the building.

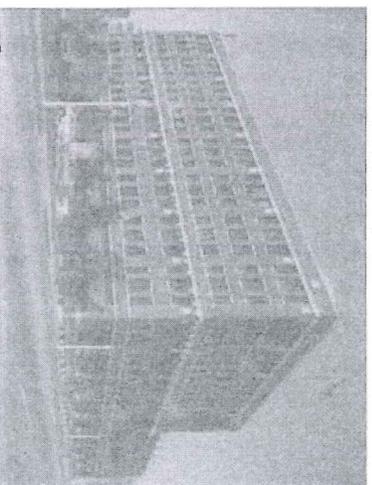
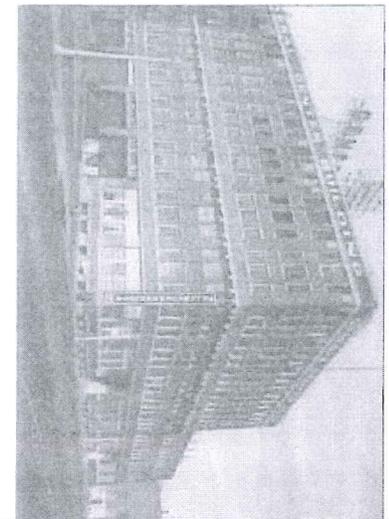
##### ***Alterations/Additions for the New Use***

Designing and installing additional windows on rear or other non-character-defining elevations if required by the new use. New window openings may also be cut into exposed party walls. Such design should be compatible with the overall design of the building, but not duplicate the fenestration pattern and detailing of a character-defining elevation.

Installing new windows, including frames, sash, and muntin configuration that are incompatible with the building's historic appearance or obscure, damage, or destroy character-defining features.

Providing a setback in the design of dropped ceilings when they are required for the new use to allow for the full height of the window openings.

Inserting new floors or furred-down ceilings which cut across the glazed areas of windows so that the exterior form and appearance of the windows are changed.



*When the six-over-six windows were replaced with inappropriate single-panes of tinted glass, the historic industrial character of this building was lost.*



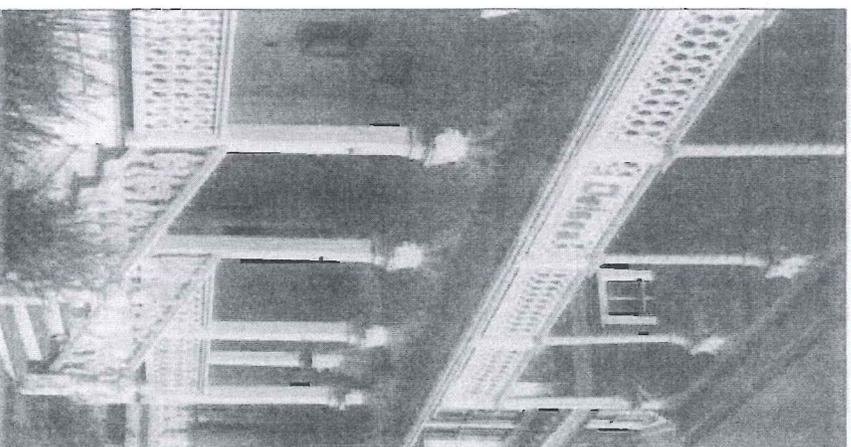
**Building  
Exterior  
*Entrances  
and Porches***

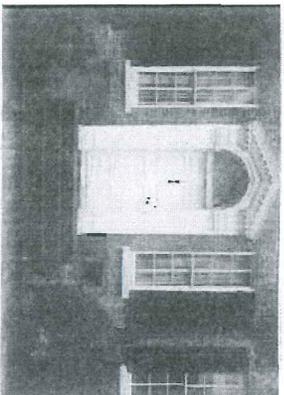
# Building Exterior

## Entrances and Porches

Entrances and porches are quite often the focus of historic buildings, particularly on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall character of a building. In many cases, porches were energy-saving devices, shading southern and western elevations. Usually entrances and porches were integral components of a historic building's design; for example, porches on Greek Revival houses, with Doric or Ionic columns and pediments, echoed the architectural elements and features of the larger building. Central one-bay porches or arcaded porches are evident in Italianate style buildings of the 1860s. Doors of Renaissance Revival style buildings frequently supported entablatures or pedi-

ments. Porches were particularly prominent features of Eastlake and Stick Style houses; porch posts, railings, and balusters were characterized by a massive and robust quality, with members turned on a lathe. Porches of bungalows of the early 20th century were characterized by tapered porch posts, exposed post and beams, and low pitched roofs with wide overhangs. Art Deco commercial buildings were entered through stylized glass and stainless steel doors.





Recommended

### *Identify, retain, and preserve*

Identifying, retaining, and preserving entrances—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

Not Recommended

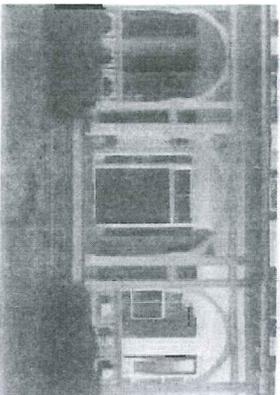
Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Stripping entrances and porches of historic material such as wood, cast iron, terra cotta tile, and brick.

Removing an entrance or porch because the building has been re-oriented to accommodate a new use.

Cutting new entrances on a primary elevation.

Altering utilitarian or service entrances so they appear to be formal entrances by adding panelled doors, fanlights, and sidelights.

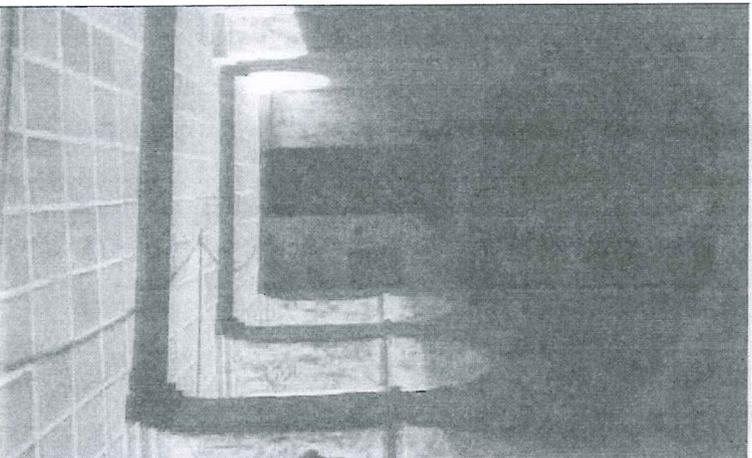


### *Protect and maintain*

Protecting and maintaining the masonry, wood, and architectural metal that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Failing to provide adequate protection to materials on a cyclical basis so that deterioration of entrances and porches results.

Failing to undertake adequate measures to assure the protection of historic entrances and porches.



Photos: Jack Boucher, HABS.

*A variety of historic entrances and porches is illustrated here, ranging from the elegance of a Georgian-style entrance, to the more vernacular nature of a 19th century wood porch, to the utilitarian, yet romantic Mediterranean-style loggia.*

Recommended

### **Repair**

Repairing entrances and porches by reinforcing the historic materials. Repair will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of repeated features where there are surviving prototypes such as balustrades, cornices, entablatures, columns, sidelights, and stairs.

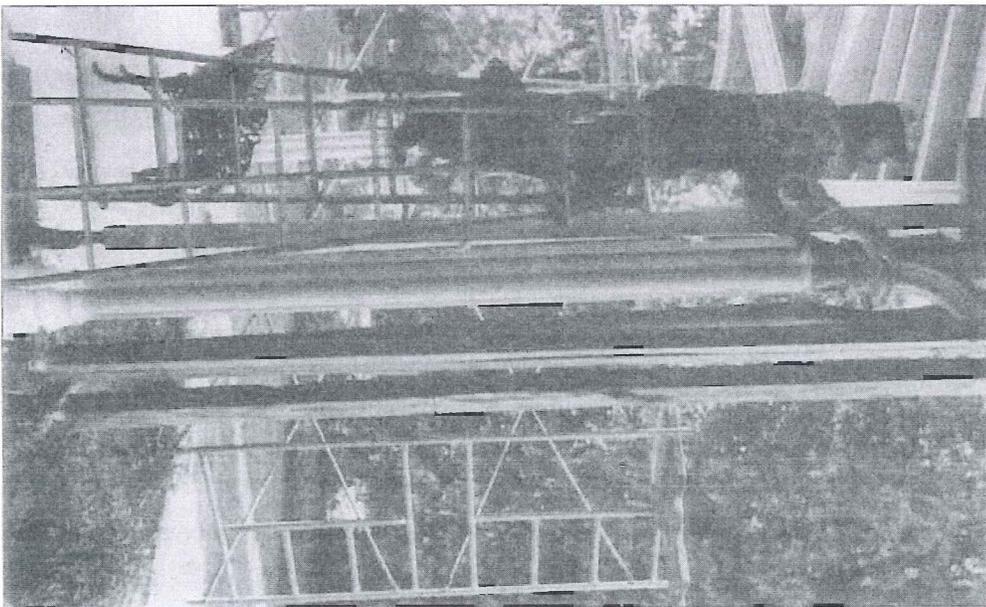


*In the 19th century some cast-iron porches could be purchased by mail, such as this made-to-order veranda which was featured in an 1870 furniture catalog.*

Not Recommended

Replacing an entire entrance or porch when the repair of materials and limited replacement of parts are appropriate.

Using a substitute material for the replacement parts that does not convey the visual appearance of the surviving parts of the entrance and porch or that is physically or chemically incompatible.



*Careful inspection of porch features such as these column capitals is necessary before initiating a rehabilitation project.*

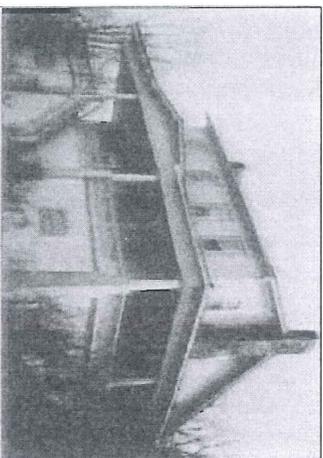
Recommended

### *Replace*

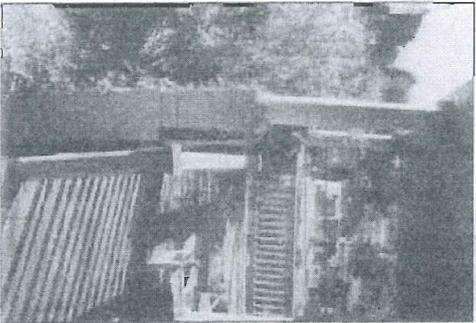
Replacing in kind an entire entrance or porch that is too deteriorated to repair—if the form and detailing are still evident—using the physical evidence as a model to reproduce the feature. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Not Recommended

Removing an entrance or porch that is unrepairable and not replacing it; or replacing it with a new entrance or porch that does not convey the same visual appearance.



*A 1910 wrap-around porch was removed from this 1830 house during rehabilitation. Although a later addition, the porch should not have been removed because it had acquired significance over time and was thus an important feature in defining the character of this historic structure.*



The following work is highlighted to indicate that it represents the particularly complex technical or design aspects of rehabilitation projects and should only be considered after the preservation concerns listed above have been addressed.

Recommended

### ***Design for Missing Historic Features***

Designing and constructing a new entrance or porch when the historic entrance or porch is completely missing. It may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building.

Not Recommended

Creating a false historical appearance because the replaced entrance or porch is based on insufficient historical, pictorial, and physical documentation.

Introducing a new entrance or porch that is incompatible in size, scale, material, and color.

### ***Alterations/Additions for the New Use***

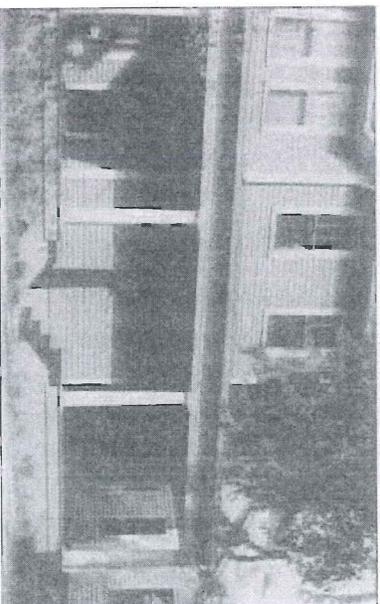
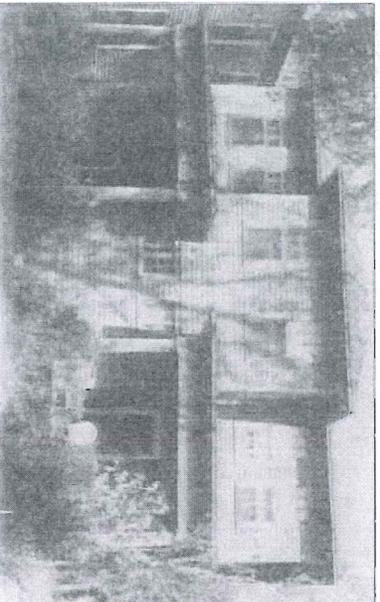
Designing enclosures for historic porches when required by the new use in a manner that preserves the historic character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts, and balustrades.

Enclosing porches in a manner that results in a diminution or loss of historic character such as using solid materials such as wood, stucco, or masonry.

Designing and installing additional entrances or porches when required for the new use in a manner that preserves the historic character of the buildings, i.e., limiting such alteration to non-character-defining elevations.

Installing secondary service entrances and porches that are incompatible in size and scale with the historic building or obscure, damage, or destroy character-defining features.

*This rehabilitation connected two separate porches, resulting in the creation of a large continuous porch that obscures the historic twin porch design. It is thus incompatible with the historic character of the house.*



## ATTACHMENT 3

**From:** David Iwerks [diwerks@ymail.com](mailto:diwerks@ymail.com)   
**Subject:**  
**Date:** September 12, 2016 at 12:20 PM  
**To:** [dciworks@gmail.com](mailto:dciworks@gmail.com)

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From: David Iwerks diwerks@ymail.com  
Subject:  
Date: September 12, 2016 at 12:18 PM  
To: dciwerks@gmail.com





## MEMORANDUM

**TO: HISTORICAL RESOURCES COMMITTEE**

**FROM: MATT DOWNING, PLANNING MANAGER** <sup>MD</sup>

**SUBJECT: CONSIDERATION OF HISTORICAL RESOURCES COMMITTEE APPOINTMENT TO THE COMMUNITY SERVICE GRANT PANEL**

**DATE: OCTOBER 14, 2016**

### **RECOMMENDATION:**

It is recommended the Historical Resources 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

**HISTORICAL RESOURCES COMMITTEE  
CONSIDERATION OF HISTORICAL RESOURCES COMMITTEE APPOINTMENT  
TO THE COMMUNITY SERVICES GRANT PANEL  
OCTOBER 14, 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 Historical Resources Committee
- One member of the Planning Commission
- One member of the Architectural Review 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

**HISTORICAL RESOURCES COMMITTEE  
CONSIDERATION OF HISTORICAL RESOURCES COMMITTEE APPOINTMENT  
TO THE COMMUNITY SERVICES GRANT PANEL  
OCTOBER 14, 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](http://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.

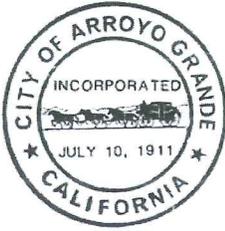
IV. Award of Funds

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