



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of City Council

**FROM:** Thomas Frutchey, City Manager

**MEETING DATE:** February 18, 2015

**SUBJECT:** City Manager's Committee to address structures and duties for the Architectural Review Board and Historic Resources Committee.

**CEQA:** Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines

**RECOMMENDATION**

Direct the City Manager to form a City Manager's Committee to address alternative structures and duties for the Architectural Review Board and Historic Resources Committee. This committee is to consider input from both bodies, as well as members of the public, and take the results of its analysis, with recommendations, to the Planning Commission and then the City Council. The results are to be brought to Council within 120 days.

**DISCUSSION**

Three commissions advise the Council on land use matters and have been delegated some decision-making duties: the Planning Commission, Architectural Review Board (ARB), and Historic Resource Committee (HRC). The current distribution of duties among the ARB and HRC has distinct advantages; it has also distinct disadvantages. For example, if an architectural permit is desired for a structure on the City's Historic Inventory, consistent action may be required by both the Architectural Review Board and the Historic Resource Committee before approval to proceed can be granted. This creates uncertainty as well as adding time and cost to any proposed project, thereby inhibiting some projects and diverting funds that could be invested in the structure into the permit process. Because of the interaction of those two commissions, two members have traditionally served on both. This is a significant time commitment for those individuals

As a result, a series of alternative allocations of duties have been considered over recent years. These alternatives are addressed in a series of reports, memos, and other documents. Now, with two vacancies on both the ARB and the HRC, it may be an appropriate time to formally evaluate those alternatives and recommend the best approach. Since the structure and duties of the two bodies is currently contained in the Zoning Chapter to the Municipal Code, any recommended change will have to be heard by the Planning Commission at a public hearing before being forwarded to City Council for consideration.

The recommended action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

**OPTIONS**

1. Do nothing.
2. Provide alternative direction.

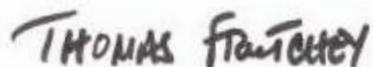
**FISCAL IMPACT**

No direct impact.

**ATTACHMENTS**

1. ARB and HRC charters

**RESPECTFULLY SUBMITTED,**

Handwritten signature of Thomas Frutchey in black ink.

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Thomas Frutchey  
City Manager



## City of Pacific Grove Current Duties and Authorities of ARB and HRC

### **Architectural Review Board** (PGMC 23.70.060 (c))

The architectural review board is the decision-making authority for the following permits:

- (1) Outside of the coastal zone, architectural permits for new construction, major alterations to existing structures, or demolition and reconstruction of structures. This section does not apply to any project listed in PGMC 23.70.020, 23.70.030 and 23.70.040, including a design change to an approved architectural permit that meets the provisions of PGMC 23.70.030(b)(4);
- (2) Within the coastal zone, architectural permits for new construction, major and minor alterations to existing structures, or demolition and reconstruction of structures, including an amendment to an approved architectural permit. This section does not apply to any project listed in PGMC 23.70.020(b)(1)(B), (2)(A) through (E), (3)(B) and (D), (4), (5), and (6);
- (3) Within the coastal zone, architectural permits for Category 1 detached accessory structures larger than 120 square feet, pursuant to Table 23.64.180;
- (4) Historic preservation permits for exceptions to land use regulations involving structures on the historic resources inventory, pursuant to PGMC 23.76.060;
- (5) Historic demolition permits for the demolition of any structure on the historic resources inventory, pursuant to PGMC 23.76.090;
- (6) Historic relocation permits for the off-site relocation of any structure on the historic resources inventory, pursuant to PGMC 23.76.100;
- (7) Sign permits, pursuant to Chapter 20.04 PGMC (Signs) and PGMC 20.05.070. This section does not apply to any counter review and determination or administrative sign permit under PGMC 23.70.020, 23.70.030 and 23.70.040;
- (8) If referred by the chief planner, or if a written request for a hearing is received within 10 days of the department's issuance of a notice of administrative decision, for one of the following applications:
  - (A) Administrative architectural permit on HRI;
  - (B) Architectural design change on HRI; and
- (9) Whenever otherwise required by this code.

### **Historic Resources Committee**

PGMC 23.70.070 (c)

(1) Decision-Making Authority. As summarized in Table 23.70.012-1, the historic resources committee is the decision-making authority for historic determinations, which are additions to and deletions from the historic resources inventory, pursuant to the evaluation criteria in PGMC 23.76.025.

(2) Recommending Authority. As summarized in Table 23.70.012-1, the historic resources committee is the recommending authority for initial historic screening requests.

The committee shall make a recommendation to the chief planner as to whether a determination of ineligibility can be made or if a Phase 1 historic assessment is needed to determine the historicity of a structure.

(3) Other Duties. Other duties as set out in this chapter, in Chapter [23.76](#) PGMC, or as directed by the city council.