



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

**AGENDA REPORT**

**TO:** Architectural Review Board

**FROM:** Anastazia Aziz, AICP, Senior Planner

**MEETING DATE:** March 11, 2014

**SUBJECT:** Architectural Review Board Meeting Frequency and Meeting Time

**CEQA:** Does not constitute a “Project” under CEQA Guidelines

**RECOMMENDATION**

Receive as information.

**BACKGROUND**

The Architectural Review Board currently meets four times per month, on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 12:00pm for Site Review meetings and later the same day at 6:00pm for Regular Hearings.

**DISCUSSION**

Community Development Department staff is currently responsible for staffing the following five City Commissions, Boards and Committees which individually meet up to four times per month, including site review meetings, resulting in approximately 13 public meetings and hearings per month that require CDD staffing:

1. Planning Commission
2. Architectural Review Board
3. Historic Resources Committee
4. Beautification and Natural Resources Committee
5. Historic Preservation Ordinance Ad Hoc Committee (temporarily on hiatus due to lack of staff).

Given the current lack of senior staff, and the number of Commissions, Boards and Committees delegated to CDD, the City Council and City Manager recommend that Architectural Review Board meetings and hearings be held once per month, on the 2<sup>nd</sup> Tuesday of the month at 12:00 pm, and eliminating Site Review meetings. In lieu of the regularly scheduled Site Review meeting, Board members may visit the sites independently.

Similar changes are being proposed for all Commissions, Boards and Committees staffed by the Community Development Department.

**FISCAL IMPACT**

None.

**03/11/14 ARB**

**Item 10.a**

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**ATTACHMENTS**

1. None.

SUBMITTED BY:



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Anastazia Aziz, AICP  
Senior Planner