1. CALL TO ORDER

2. ROLL CALL

3. FLAG SALUTE:
   Couch

4. AGENDA REVIEW:
   The Committee may revise the order of agenda items depending on public interest and/or special presentations.

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 Architectural Review Committee (ARC). The Brown Act restricts the ARC from taking formal action on matters not scheduled on the agenda.

6. WRITTEN COMMUNICATIONS:
   Correspondence or supplemental information for the Architectural Review 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. CONSENT AGENDA:

   7.a. Consideration Of Approval Of Minutes
   Recommended Action: Approve the minutes of the March 18, 2019 and May 6, 2019 Regular Meetings.
   Documents:

   ARC 2019-05-20_07a Approval of Minutes - 2019-03-18 Draft.pdf

8. PROJECTS:
   Members of the public may speak on any of the following items when recognized by the Chair.
8.a. Consideration Of Tentative Tract Map 18-004 And Conditional Use Permit 18-002; Development Of Twenty-Two (22) Residential Units, And 1,642 Square Feet Of Retail Space; Location -- 1136 E Grand Avenue; Applicant -- East Grand Village, LLC; Representative -- Jessie Skidmore
   Recommended Action: It is recommended that the Architectural Review Committee review the proposed project and make a recommendation for approval to the Planning Commission.

   Documents:

   ARC 2019-05-20_08a E Grand Village.pdf

9. DISCUSSION ITEMS:

9.a. Election Of Chair And Vice Chair
   Recommended Action: It is recommended that the Architectural Review Committee (ARC) elect a Chair and a Vice Chair to serve effective the first meeting in June 2019, and continuing until its second regular meeting in 2020.

   Documents:

   ARC 2019-05-20_09a Election of Officers.pdf

10. COMMITTEE COMMUNICATIONS:

   Correspondence/Comments as presented by the Architectural Review Committee.

11. STAFF COMMUNICATIONS:

   Correspondence/Comments as presented by City staff.

12. 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, MARCH 18, 2019
ARROYO GRANDE CITY HALL, 300 E. BRANCH STREET
ARROYO GRANDE, CA

1. CALL TO ORDER
Chair Warren 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 Mary Hertel, and Lori Hall were present. Vice Chair Bruce Berlin and Committee Member Jon Couch were absent.

City Staff Present: Planning Manager Matt Downing and Assistant Planner Andrew Perez were present.

3. FLAG SALUTE
Committee Member Hall led the Flag Salute.

4. AGENDA REVIEW
None.

5. COMMUNITY COMMENTS AND SUGGESTIONS
None.

6. WRITTEN COMMUNICATIONS
None.

7. CONSENT AGENDA
Committee Member Hertel made a motion, seconded by Committee Member Hall, to approve the minutes of the March 4, 2019 Regular Meeting as submitted. The motion passed 3-0 on the following voice vote:

AYES: Hertel, Hal, Hoag
NOES: None
ABSENT: Berlin, Couch

8. PROJECTS
8.a. CONSIDERATION OF AMENDED CONDITIONAL USE PERMIT 19-001; AMENDMENTS TO CONDITIONAL USE PERMIT 18-004 FOR THE SUBDIVISION OF APPROVED TENANT SPACES, ADDITION OF A 5,400 SQUARE FOOT GARDEN CENTER; AND AN 1,800 SQUARE FOOT COMMERCIAL DRIVE-THRU PAD; LOCATION – 1570 W. BRANCH STREET; APPLICANT – RICK GAMBRIL, ARROYO GRANDE COMMERCIAL LLC; REPRESENTATIVE – RRM DESIGN GROUP (Downing)
Planning Manager Downing presented the staff report and gave a brief history of the project and previous reviews by the Committee and the Planning Commission. He presented the project and the changes proposed, including the creation of two new pedestrian entrances, the new commercial drive-thru building, changes to the parking lot configuration and
circulation patterns throughout the site including the potential loading areas for the garden center.

Pam Ricci and Pat Blote, project representatives, spoke in support of the project, and explained the details of the loading area will be determined when a tenant is found for the hardware and garden store space. The applicant’s representatives explained the rationale for creating multiple tenant spaces was to make the spaces more attractive to potential long-term tenants, and the addition of the drive-thru commercial pad was fueled both by demand and from an aesthetic perspective.

The Committee spoke in support of the project, commenting that the new commercial building breaks up the expanse of parking and adds interest to the center as a whole. The Committee found the additional entrances appropriate and adds articulation and appeal by breaking up the massing of the frontage. The Committee expressed concern with the final location of the loading deck and its impact on circulation and emergency access, and the possibility of an outdoor seating area that may impact the parking demand.

Committee Member Hertel made a motion, seconded by Committee Member Hall, to recommend approval of the project to the Planning Commission with the following conditions:

1. The final location of the loading area for the hardware store and garden center shall not adversely impact on-site circulation or emergency access,
2. The project shall return to the Committee for review of the final design of the commercial drive-thru building

The motion passed 3-0 on the following voice vote:

AYES: Hertel, Hall, Hoag,
NOES: None
ABSENT: Berlin, Couch

9. DISCUSSION ITEMS
9.a. ELECTION OF CHAIR AND VICE CHAIR (Downing)
Planning Manager Downing presented the item and Chair Hoag recommended a continuation of the item to the April 1, 2019 Regular Meeting to allow all Committee Members to be present for the election. The recommendation was unanimously supported.

10. COMMITTEE COMMUNICATIONS
Committee Member Hertel announced her resignation from the Committee effective immediately.

Committee Member Hall made it known that she will likely miss three (3) consecutive meetings in June and July for a vacation.

Chair Hoag presented the non-profit organizations that were allocated funding from the Jim Guthrie Community Service Grant Program, where he served as the Committee’s representative.

11. STAFF COMMUNICATIONS
Planning Manager Downing expressed his gratitude for being able to facilitate the Jim Guthrie Community Service Grant Program selection Committee, and emphasized the benefits of the program.
Planning Manager Downing announced that the Halcyon & Fair Oaks Mixed-Use project will be heard by the Planning Commission on Tuesday, March 19, 2019.

12. ADJOURNMENT
The meeting was adjourned at 3:55 p.m. to a regular meeting on April 1, 2019 at 2:30 p.m.

______________________________
ANDREW PEREZ
ASSISTANT PLANNER
(Approved at ARC Meeting _________)

______________________________
WARREN HOAG
CHAIR
ACTION MINUTES
REGULAR MEETING OF THE ARCHITECTURAL REVIEW COMMITTEE
MONDAY, MAY 6, 2019
ARROYO GRANDE CITY HALL, 300 E. BRANCH STREET
ARROYO GRANDE, CA

1. CALL TO ORDER
Vice Chair Bruce Berlin called the Regular Architectural Review Committee meeting to order at 2:30 p.m.

2. ROLL CALL
ARC Members: Vice Chair Bruce Berlin and Committee Members Jon Couch, Lori Hall, and Kristin Juette were present. Chair Warren Hoag was absent.

City Staff Present: Planning Manager Matt Downing and Assistant Planner Andrew Perez were present.

3. FLAG SALUTE
Vice Chair Berlin led the Flag Salute.

4. AGENDA REVIEW
The Committee determined to hear Item 9.b. and Item 9.a. before Item 8.a.

5. COMMUNITY COMMENTS AND SUGGESTIONS
None.

6. WRITTEN COMMUNICATIONS
None

7. CONSENT AGENDA
Approval of the Minutes from the March 18, 2019 Regular Meeting was continued in order to allow for a quorum of Committee members present for the March 18, 2019 meeting.

Committee Member Couch made a motion, seconded by Committee Member Hall, to approve the minutes of the April 1, 2019. The motion passed 3-0-1 on the following voice vote:

AYES: Couch, Hall, Berlin
NOES: None
ABSENT: Hoag
ABSTAIN: Juette

8. PROJECTS
8.a. CONSIDERATION OF CONDITIONAL USE PERMIT 19-001; NEW SMALL CELL TELECOMMUNICATION FACILITY OF PRIVATE PROPERTY; LOCATION – 119 E. BRANCH STREET; APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT (Downing)
Planning Manager Downing presented the staff report and gave a background about the project site, the City’s siting requirements for telecommunication facilities, and the project in relation to the Village Design Guidelines.
The Committee spoke in opposition to the location of the equipment behind the proposed awning, and would prefer the equipment to be located behind the parapet, if possible. The Committee would prefer a rounded awning that was more complimentary to the building’s architecture, and met the requirements of the Village Design Guidelines.

Vice Chair Berlin made a motion, seconded by Committee Member Juette, to recommend a continuation of the item to a date uncertain to allow the applicant to be present.

The motion passed 3-0 on the following voice vote:

AYES: Berlin, Juette, Hall
NOES: None
ABSENT: Hoag, Couch

9. DISCUSSION ITEMS

9.a. CONSIDERATION OF FINAL LANDSCAPE PLAN FOR RUGGED RADIOS (CONDITIONAL USE PERMIT 18-003); LOCATION – SUBAREA 1 – EAST CHERRY AVENUE SPECIFIC PLAN; APPLICANT – GREG COTTRELL, RUGGED RADIOS; REPRESENTATIVE – STEVEN PUGLISI ARCHITECTS (Downing)

Planning Manager Downing presented the staff report and gave specifics about the planting details, compliance with the municipal code, and specific plantings chosen in an attempt to soften the transition between the commercial and residential portions of the East Cherry Specific Plan.

Jim Burrows, project landscape architect, spoke in support of the project, explained how the plan complies with the City’s water efficient landscaping ordinance, is designed to be low maintenance, and provides a variety of different colors and textures.

The Committee spoke in support of the project and appreciated the use of Magnolia trees along Waller Place, and found the plant selection to be appropriate for the climate and anticipated water usage.

Committee Member Hall made a motion, seconded by Committee Member Juette, to recommend approval of the landscape plan as submitted, to the Community Development Director.

The motion passed 3-0 on the following voice vote:

AYES: Hall, Juette, Berline
NOES: None
ABSENT: Hoag, Couch

9.b. CONSIDERATION OF PROJECT DETAILS ASSOCIATED WITH LOT MERGER 18-001 AND CONDITIONAL USE PERMIT 18-007; PHASED DEVELOPMENT OF NINE (9) TWO-STORY APARTMENT UNITS AND CONSTRUCTION OF A NEW TWO-STORY MIXED-USE STRUCTURE, INCLUDING 2,025 SQUARE FEET OF OFFICE SPACE AND A 2,240 SQUARE FOOT APARTMENT; LOCATION – 1214 E. GRAND AVENUE & 181 N. ELM STREET; APPLICANT – FLOYD HENSLEY; REPRESENTATIVES – CODY MCLAUGHLIN & FRED PORTER (Perez)

Assistant Planner Perez presented the staff report and explained the project approval, conditions of approval implemented by the Planning Commission and project detail specifics.
Cody McLaughlin, project architect, spoke in support of the project and explained how the detail added to the western elevation of the mixed-use building and the trash enclosure utilize colors and materials that are found elsewhere within the project to create a unified design.

The Committee spoke in support of the materials and colors proposed for the trash enclosure and found the location to be appropriate. The Committee spoke in support of the addition of the architectural element to the western façade to both break up the massing and add appeal to a structure in a highly visible location. The Committee was concerned that the proposal did not soften the elevation as requested by the Planning Commission. The Committee suggested the removal of the stucco frame, and implement spacing between the wood slats that comprise each panel to soften the elevation. The Committee suggested that the overhang, the area of the western elevation nearest the right of way, should incorporate similar materials to add consistency and aesthetic appeal.

Committee Member Couch made a motion, seconded by Committee Member Hall, to recommend to the Community Development Director approval of the project details with the following condition:

1. Redesign the paneling to soften the architectural features on the western façade and overhang area through the use of similar materials and spacing to create relief between the paneling and the western wall.

9.c. ELECTION OF CHAIR AND VICE CHAIR (Downing)
Planning Manager Downing presented the item and Vice Chair Berlin recommended a continuation of the item to the May 20, 2019 Regular Meeting to allow all Committee Members to be present for the election. The recommendation was unanimously supported.

10. COMMITTEE COMMUNICATIONS
None.

11. STAFF COMMUNICATIONS
Planning Manager Downing formally introduced and welcomed Committee Member Juette to the ARC.

12. ADJOURNMENT
The meeting was adjourned at 4:15 p.m. to a regular meeting on May 20, 2019 at 2:30 p.m.

ANDREW PEREZ
ASSISTANT PLANNER
(Approved at ARC Meeting ________)

WARREN HOAG
CHAIR
MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE
FROM: MATTHEW DOWNING, PLANNING MANAGER
BY: ANDREW PEREZ, ASSISTANT PLANNER

SUBJECT: CONSIDERATION OF TENATIVE TRACT MAP 18-004 AND CONDITIONAL USE PERMIT 18-002; DEVELOPMENT OF TWENTY-TWO (22) RESIDENTIAL UNITS, AND 1,642 SQUARE FEET OF RETAIL SPACE; LOCATION – 1136 E GRAND AVENUE; APPLICANT – EAST GRAND VILLAGE, LLC; REPRESENTATIVE – JESSIE SKIDMORE

DATE: MAY 20, 2019

SUMMARY OF ACTION:
Recommendation for future action by the Planning Commission will result in a mixed-use development consisting of 22 new residential dwelling units, and 1,642 square feet of office space on the subject parcel.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
There are no direct impacts to City financial and personnel resources as a result of the proposed project.

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

BACKGROUND:
The project site is a 39,691 square foot parcel located at 1136 E. Grand Avenue (Attachment 1). The primary access to the site is from E. Grand Avenue as well as a fourteen (14) foot wide stem at the northernmost portion of the parcel that connects to Linda Drive. Existing development on the site consists of several buildings, including an approximately 2,300 square foot residential structure that is now used for commercial purposes, a garage, and several smaller storage buildings. The site is generally flat and contains a number of trees throughout the site. The property is zoned Fair Oak Mixed-Use (FOMU) and the General Plan land use designation is Mixed-Use. Commercial land uses are located to both the east and west of the project site, and a neighborhood of multi-family and single family dwellings is located immediately north.
The applicant is proposing to demolish all of the structures on site, and construct twenty-two (22) new, ownership residential units and 1,642 square feet of retail space on the E. Grand Avenue frontage.

Staff Advisory Committee
The Staff Advisory Committee (SAC) reviewed the proposed project on June 27, 2018. The SAC discussed utility connections, stormwater requirements, emergency access, and traffic generation. Members of the SAC were in support of the proposed project and recommended approval of the project to the Planning Commission.

ANALYSIS OF ISSUES:

Project Description
The applicant is proposing a tentative tract map and conditional use permit to split the existing parcel into twenty-two (22) separate lots. Twenty (20) of the parcels will be solely residential, while the two (2) parcels closest to E. Grand Avenue will be mixed-use. All of the residential units in this project are proposed to be two bedroom units, ranging in size from 1,062 square feet to 1,367 square feet, and all units, with the exception of the two closest to Linda Drive, will have a private roof deck. The two (2) mixed-use structures will consist of 821 gross square feet of commercial space each on the ground floor with a 1,255 square foot, two-story apartment and a 445 square foot roof deck above. The project will be accessed by a new single, two-way driveway from E. Grand Avenue. The driveway leads to the central parking area for the project, in addition to providing emergency access to the site. An enclosure for the trash receptacles for the entire site will be located in an enclosure behind the mixed-use structures, and hidden from the street view.

Two (2) of the residential units will be deed restricted as affordable units for low income households in order to meet inclusionary affordable housing requirements for projects proposing two (2) or more units. AGMC 16.80.060 requires that project proposing two or more residential units must either, restrict a certain percentage of the units at some level of affordability, or pay the inclusionary housing in-lieu fee. This project complies with that provision by restricting ten (10) percent of the units as affordable to low-income households. Per AGMC Section 16.80.060, when the number of affordable units required for a project includes a fraction of a unit, the applicant shall round to the closest whole number for purposes of providing affordable units. In this particular situation, ten percent of the twenty-two units proposed is 2.2 units, which rounds down to two (2) units.

General Plan
The General Plan designates the subject property for Mixed-Use land uses. The proposed mixed-use development helps achieve concurrence with the General Plan, including Objective LU5 and Policies LU5-3, LU5-6, LU5-7, LU5-8, LU12-2.3, and LU12-2.4 the Land Use Element and Housing Element Policies A.5, and B.1, which state:
LU5: Community commercial, office, residential and other compatible land uses shall be located in Mixed Use (MU) areas and corridors, both north and south of the freeway, in proximity to major arterial streets.

LU5-3: Ensure that all projects developed in the MU areas include appropriate site planning and urban design amenities to encourage travel by walking, bicycling and public transit.

LU5-6: Allowable uses within the MU category shall not include uses that adversely affect surrounding commercial or residential uses, or contribute to the deterioration of existing environmental conditions in the area.

LU5-7: Plan for a revitalized East Grand Avenue Mixed-Use corridor that has less of a strip-commercial aspect and more coordinated, mixed-use boulevard ambiance with distinct activity subareas including “Gateway, Midway and Highway” districts.

LU5-8: Provide for different combinations, configurations and mixtures of commercial, office and residential uses designating the East Grand Avenue, El Camino Real and Traffic Way corridors as Mixed Use (MU).

LU12-2.3: Provide building elevations that are well-articulated in order to break up building bulk. Incorporate one-story elements in two-story structures.

A.5: The City shall encourage housing compatible with commercial and office uses and promote “mixed use” and “village core” zoning districts to facilitate integration of residential uses into such areas.

B.1: All residential projects that receive additional densities or other City incentives to include affordable housing shall be placed into a City-approved program to maintain the affordability for at least 45 (owner-occupied) or 55 years (rental units). Any sale or change of ownership of these affordable units prior to satisfying the year restriction shall be “rolled over” for same amount of years to protect “at risk” units. For rental housing, affordability shall be maintained through recorded agreements between a property owner and the City, its Housing Authority, or another housing provider approved by the City. For owner-occupied units, long-term affordability can be maintained through property owner agreements to maintain the designated unit as affordable for the specified period, utilizing a promissory note and deed of trust recorded on the property.

Development Standards
The subject property is zoned FOMU. The primary purpose of the FOMU district is to provide for the combination of retail and service uses with an emphasis on those related to home improvement, as well as restaurants, offices, visitor serving uses and multi-family residences that are preferably incorporated in a mixed use project. The regulations established for the FOMU district, combined with the Design Guidelines and Standards...
for the vicinity of the FOMU, intend to promote a pedestrian accessible mixed use district with shared parking and transition to surrounding residential neighborhoods. The FOMU district implements and is consistent with the Mixed Use land use designation of the General Plan. The following table shows how the proposed project would comply with the development standards of the FOMU zone:

Table 1: Site Development Standards for the FOMU Zoning District

<table>
<thead>
<tr>
<th>Development Standards</th>
<th>FOMU District</th>
<th>CUP 18-002</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Density – Mixed Use Projects</td>
<td>25 dwelling units/acre (based on gross project area).</td>
<td>24 dwelling units/acre</td>
<td>Code Met</td>
</tr>
<tr>
<td>Minimum Lot Size</td>
<td>15,000 sq. ft. gross</td>
<td>1,413 sq. ft. – 5,496 sq. ft.</td>
<td>Lot sizes less than minimum for zone are allowed through PUD.</td>
</tr>
<tr>
<td>Minimum Lot Width</td>
<td>80 ft.</td>
<td>134 ft.</td>
<td>Code Met</td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td>0 - 10 feet. Exceptions for larger setbacks may include entrance courtyards, areas for outdoor dining, or for projects facing a residential district as determined through discretionary review.</td>
<td>0 ft.</td>
<td>Code Met</td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>0 – 15 feet. Parking encouraged. For projects abutting a residential district, corresponding residential setback shall apply.</td>
<td>16’9”</td>
<td>Rear lot line is adjacent to a residential use, therefore the rear setback is 15 ft. Code Met.</td>
</tr>
<tr>
<td>Side Yard Setback</td>
<td>0 – 5 feet. For projects abutting a residential district, corresponding residential setback shall apply.</td>
<td>5 ft.</td>
<td>Code Met</td>
</tr>
<tr>
<td>Building Height</td>
<td>Maximum height is 35 feet of three stories whichever is less</td>
<td>34 ft.</td>
<td>Code Met</td>
</tr>
<tr>
<td>Building Size Limits</td>
<td>Maximum building size is 50,000 square feet.</td>
<td>5,427 sq. ft.</td>
<td>Code met</td>
</tr>
</tbody>
</table>
Development Standards | FOMU District | CUP 18-002 | Notes  
--- | --- | --- | ---  
Site Coverage | Maximum Coverage of site is 75% | 35% | Code Met  
Floor Area Ratio | Maximum floor area ratio is 1.00 | .91 | Code Met  

As identified above, the proposed project meets all applicable development standards of the FOMU zoning district as specified by the Development Code.

**Parking**

The parking requirement for townhouses, per Section 16.56.060 of the AGMC, is two (2) covered spaces for each unit, and an additional 0.5 spaces per unit for guest parking when the development contains four (4) or more units. However, the Municipal Code allows parking for the residential component of a mixed-use project to not be covered. Also, as a project that includes ten (10) percent of the total units as affordable to low income households, the applicant benefits from a parking incentive per AGMC 16.82.110, which establishes a maximum parking ratio, inclusive of handicapped and guest parking, of two on-site parking spaces per unit for residential units with two (2). This parking rate applies to the entire development, not just the restricted affordable units. Therefore, with the implementation of the parking incentive, the parking requirement for the residential component of the project is 44 spaces.

The commercial component of the project consists of 1,642 square feet of retail space. Applying the parking rate of one (1) parking space for every 250 square feet of gross floor area results in a parking requirement of seven (7) parking spaces.

A total of 51 parking spaces would typically be required if the proposed project did not include affordable housing. The application of the affordable housing parking incentive and the City’s shared parking provision reduces the project’s parking requirement down to 41 parking spaces, and 40 automobile and two (2) motorcycle parking areas are proposed. Per Development Code Section 16.56.070, motorcycle parking areas count toward fulfilling automobile parking space requirements at a rate of one parking space per motorcycle parking area. Two (2) motorcycle parking areas are currently proposed. These requirements are broken down in the following table.
Table 2: Parking Calculations

<table>
<thead>
<tr>
<th>Development Code Requirements</th>
<th>Residential Parking</th>
<th>Commercial Parking</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2+ bedrooms: 2 spaces/unit (44 spaces)</td>
<td>One space per 250 square feet of floor area (7 spaces)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest parking: 0.5 space/unit (11 spaces)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>55 spaces</strong></td>
<td><strong>7 spaces</strong></td>
<td><strong>62 spaces</strong></td>
</tr>
<tr>
<td>Density Bonus Law</td>
<td>No guest parking required</td>
<td></td>
<td>-11 spaces</td>
</tr>
<tr>
<td>Development Code Section 16.56.050</td>
<td>Total parking requirement reduced by 20% for shared uses.</td>
<td></td>
<td>- 10 spaces</td>
</tr>
<tr>
<td><strong>Total Required:</strong></td>
<td></td>
<td></td>
<td><strong>41 spaces</strong></td>
</tr>
<tr>
<td>Proposed Parking</td>
<td>42 spaces (including 38 regular spaces, 2 disabled access spaces, and 2 motorcycle areas. All parking is shared between the residential and commercial uses)</td>
<td></td>
<td><strong>42 spaces</strong></td>
</tr>
</tbody>
</table>

Access
AGMC Section 16.56.100 requires parking areas with thirty (30) or more vehicles to provide more than one driveway for entrance and exit, and shall provide designated walkways for pedestrian access. The property is accessed via a twenty-four (24) foot wide driveway from E. Grand Avenue. This is the only point of vehicular ingress and egress to the site. An ADA accessible sidewalk will be installed on both sides of the driveway to provide pedestrian access to the site. The driveway is of sufficient width to allow an emergency apparatus to access the site in case of emergency. A hammerhead turnaround area located at the end of the parking lot has been included as requested by the Five Cities Fire Authority. All of the curbing in the turnaround area will be painted red and signage will be installed prohibiting any parking within that area.

A second point of access was not incorporated into the project due to site constraints. The strip of land that connects the bulk of the parcel to Linda Drive is approximately sixteen (16) feet at its widest point, and narrows down to approximately fourteen (14) feet at the narrowest. Projects with more than three (3) units are required to provide an access driveway that is a minimum of sixteen (16) feet wide; therefore, this access point is too narrow to be considered an access driveway. Additionally, there is an existing utility pole
on Linda Drive that would need to be relocated to install a City standard driveway approach. The applicant has indicated that relocating this pole would be cost prohibitive and burdensome to the Linda Drive neighborhood. Due to the configuration of the parcel, the minimum width cannot be achieved. Rather than providing vehicular access from Linda Drive, a pedestrian path and landscaping will be installed in the strip of land.

Architecture
A mixture of materials, textures, and colors are proposed throughout the project (Attachment 2). The two mixed-use structures will be mirror images of each other, providing a symmetrical entry into the project site. The commercial portion is well defined with large windows, glass entrance doors, and a painted metal awning. These structures are proposed to have bronze corrugated metal siding on the ground floor, and a combination of cladding above, with the use of wood textured hardiboard paneling and white stucco.

The interior residential units are proposed to be townhouses and are designed to have individual facades. There are four (4), three-story models and two (2), two-story models among the twenty (20) townhouses in the project. All of the townhouse floorplans will have two-bedrooms, and the three-story models will have a third floor office and rooftop deck. None of the rooftop decks will be directly adjacent to another one to maintain privacy. The decks are a minimum of ten (10) feet from a property line to comply with code requirements. Similar to the mixed-use structure, the front of the townhouses will use a variety of colors, materials, and textures through the use of corrugated metal siding, stucco, and smooth and wood textured hardiboard paneling. The rooftop decks will have a cable railing, consistent with the style of the buildings.

Compliance with Design Guidelines
The project design complies with the Design Guidelines and Standards for Mixed-Use Districts (Design Guidelines) for the FOMU zoning district (Attachment 3). The Design Guidelines encourages the screening of trash enclosures and off-street parking, and locating the parking areas away from E. Grand Avenue, both of which are accomplished in this project by utilizing the two mixed-use structures as a buffer between right of way and the parking area and trash enclosures. The Design Guidelines promote buildings that are one to three stories, have appropriate fenestration, and include awnings and overhangs. The appropriate amount of fenestration, according to the Design Guidelines, is approximately forty (40) percent of the building’s façade. The project proposes nearly thirty (30) percent fenestration on the southern façade, which meets the intent of the Design Guidelines.

Landscaping
Twenty-one (21) of the thirty-eight (38) existing trees on site are proposed to be removed, including two (2) coast live oaks. The trees that will remain are mainly Monterey Pines (Pinus Radiata) and Victorian Box trees (Pittosporum Undulatum). Consistent with Development Code requirements, a landscaped area greater than or equal to ten (10)
percent of the gross lot area used for parking and access is provided on site. The square footage of the access and parking area is 17,522 square feet, and 1,943 square feet of landscaping is proposed. The Development Code also requires one tree for every five (5) parking stalls. To meet this requirement the project proposes six (6) new Coast Live Oaks, and eight (8) new Multi-trunk Arbutus, for a total of fourteen (14) new trees throughout the site. In addition to the trees, the side and rear yard areas will be landscaped with low growing shrubs and grasses.

ADVANTAGES:
The project proposes to appropriately develop an underutilized site located in the E. Grand Avenue mixed-use corridor. Development of the site increases the aesthetic appeal of the site, and will provide housing units at a density that complies with the General Plan and AGMC. The project will also provide the AGMC required percentage of severely needed affordable housing units in the community. The development’s design and land uses are an appropriate transition between the residential uses on Linda Drive and the commercial uses on E. Grand Avenue.

DISADVANTAGES:
The three-story buildings will be the tallest in the area and inconsistent with the scale of the both the Linda Drive and E. Grand Avenue neighborhoods, however the project complies with the maximum allowed density and building height for the FOMU zoning district. The project proposes to remove two coast live oak trees from the project site.

ENVIRONMENTAL REVIEW:
In compliance with the California Environmental Quality Act (CEQA), and the project was determined to be categorically exempt per Section 15332 of the State CEQA Guidelines regarding in-fill development.

PUBLIC NOTIFICATION AND COMMENT:
The Agenda was posted at City Hall and on the City’s website in accordance with Government Code Section 54954.2. At the time of report publication, no comments have been received.

Attachments:
1. Location map
2. Proposed colors
3. Design Guidelines and Standards for Mixed-Use Districts
4. Project plans
III. FAIR OAKS MIXED USE (FOMU)

Purpose of this Design Overlay District

The primary purpose of this district is to encourage the use of design that will complement the neighboring Gateway Mixed Use district and provide a transition to the Highway Mixed Use district. The FOMU district encourages uses that related to home improvement, design and entertainment retail and service uses. The Fair Oaks Theatre, numerous restaurants, and financial services are also an integral part of this district. Development and redevelopment within this district should be compatible with these uses. A substantial opportunity for multiple-family mixed use development is evident in this area.

Site Design

1. Buildings should function to form small courtyards, plazas or paseos. Define the public realm with proper building placement, streetscape elements and landscaping. Generally development is on a smaller scale compared to the GMU district and should be compatible with adjacent residential uses.

2. Streetscape improvements such as lighting and street furniture, fixture and feature designs may diverge from adjacent districts if approved by the City.

Special Considerations

A Concept Enhancement Plan is included in Attachment “B” to facilitate the goals for the district. The Plan shows areas planned for pedestrian and vehicular connectivity and shared parking.
Example of how artistic signage and outdoor seating areas contribute to the streetscape

3. Parking shall be located away from E. Grand Avenue and shared by multiple uses or adjacent developments. Development of a connecting aisle or alley behind buildings fronting the south side of E. Grand Avenue is encouraged.

4. Parking lots should include specially treated pedestrian walkways to connect parking areas to buildings.

5. The desired configurations and locations for off-street parking lots, in order of preference, are:
   a. Shared off-site or public parking lot within 500 feet, measured by marked pedestrian paths.
   b. Shared double loaded aisle to side or rear of building partially on-site and part off-site on neighboring parcel.
   c. Double loaded aisle to side or rear of building on-site

**Building Design**

1. Buildings shall be one to three stories, with active fronts. A distinction should be made to differentiate horizontal or vertical mixed use.

2. Ground floor should have appropriate fenestration (arrangement of windows/doors – e.g. 40% of the building facade). Awnings and overhangs are encouraged.
MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATTHEW DOWNING, PLANNING MANAGER

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

DATE: MAY 20, 2019

SUMMARY OF ACTION:
Annual appointment of a Chair and Vice Chair to serve for the next one-year period.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
There is no cost or staffing impact from this action.

RECOMMENDATION:
It is recommended that the Architectural Review Committee (ARC) elect a Chair and a Vice Chair to serve effective the first meeting in June 2019, and continuing until its second regular meeting in March 2020.

BACKGROUND:
For the Committee’s reference, an election protocol is outlined below. This is a suggested procedure and the Committee can vary from it in whatever manner is deemed appropriate, with the goal of having an orderly process to select the Chair and Vice Chair.

1. The Presiding Officer shall conduct the election of ARC Officers.
2. Call to select all nominations for Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
3. Call for motion to close nominations.
4. The ARC will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Chair is selected.
5. Call to select all nominations for Vice Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
6. Call for motion to close nominations.
7. The ARC will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chair is selected.

ALTERNATIVES:
1. Elect an ARC Chair and Vice Chair;
2. Do not elect an ARC Chair and Vice Chair and provide staff with direction; or
3. Provide other direction to staff.

ADVANTAGES:
The current process provides an orderly and fair procedure for electing a Chair and Vice Chair.
DISADVANTAGES:
No disadvantages have been identified regarding this item.

ENVIRONMENTAL REVIEW:
No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:
The Agenda was posted in front of City Hall and on the City’s website in accordance with Government Code Section 54954.2.