AGENDA SUMMARY
ARCHITECTURAL REVIEW COMMITTEE MEETING
MONDAY, AUGUST 5, 2019
2:30 P.M.
CITY HALL 2ND FLOOR CONFERENCE ROOM
300 E. BRANCH STREET, ARROYO GRANDE

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE:
   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 July 15, 2019 Regular Meeting.
       Documents:

       ARC 2019-08-05_7a Approval of Minutes.pdf
8. PROJECTS:
   Members of the public may speak on any of the following items when recognized by the
   Chair.
   8.a. Continued Consideration Of Conditional Use Permit 19-001; New Small Cell
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300 E. BRANCH STREET, ARROYO GRANDE

CALL TO ORDER
ROLL CALL
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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.

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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.

CONSENT AGENDA:
Consideration Of Approval Of Minutes
Recommended Action: Approve the minutes of the July 15, 2019 Regular Meeting.

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

Continued Consideration Of Conditional Use Permit 19-001; New Small Cell Telecommunication Facility On Private Property; Location -- 119 E. Branch Street; Applicant -- Verizon Wireless; Representative -- Tricia Knight
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 2019-08-05_08a Verizon Village CUP.pdf

9. DISCUSSION ITEMS:

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.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The Agenda can be accessed and downloaded from the City’s website at www.arroyogrande.org. If you would like to subscribe to receive email or text message notifications when agendas are posted, you can sign up online through our Notify Me feature.
1. CALL TO ORDER
Vice Chair 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, and Kristin Juette were present. Chair Warren Hoag and Committee Member Lori Hall were 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
None.

5. COMMUNITY COMMENTS AND SUGGESTIONS
None.

6. WRITTEN COMMUNICATIONS
None.

7. CONSENT AGENDA
Committee Member Couch made a motion, seconded by Committee Member Juette, to approve the minutes of the June 17, 2019, Regular Meeting. The motion passed 3-0 on the following voice vote:

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

8. PROJECTS
8.a. CONSIDERATION OF PLANNED SIGN PERMIT 19-002; REVISION TO PLANNED SIGN PROGRAM 18-002 FOR TENANT WALL SIGNATE AND THIRTY-TWO FOOT (32’) TALL FREEWAY SIGN; LOCATION – 1570 W. BRANCH STREET; APPLICANT – RICK GAMBRIL; REPRESENTATIVE – RRM DESIGN GROUP (Downing)
Planning Manager Downing presented the staff report and provided information about the existing approved sign program for the commercial center, the amended conditional use permit that increased the number of tenants from three (3) to six (6) and the addition of the drive thru commercial pad, and the proposed revisions to the sign program Pat Blote, project representative, spoke in support of the project and explained how the revision does not propose drastic changes to the overall design or materials allowed for
signage, and clarified that the monument signage will be allocated for the five (5) of the major tenants and for the tenant that will occupy the drive thru pad. He also provided some clarification on the materials used for the monument sign and explained how they tie in with materials proposed to be used throughout the site.

The Committee spoke in support of the project and was supportive of style and materials of the monument sign, and found the increase in height of the monument sign to be a reasonable request. The Committee spoke in support with regards to the allocation of the amount of wall signage proposed considering the number and size of tenants in the shopping center.

Committee Member Juette made a motion, seconded by Committee Member Couch, to recommend approval of the project to the Planning Commission as submitted.

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

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

9. DISCUSSION ITEMS
Committee Member Couch inquired about the amount of detail the Committee should be reviewing projects, and expressed the desire to have a materials board to review for all projects.

10. COMMITTEE COMMUNICATIONS
None.

11. STAFF COMMUNICATIONS
Planning Manager Downing announced he will be out of the office due to a vacation beginning July 22, 2019.

Planning Manager Downing announced that the Verizon Wireless project should return to the Committee at the August 5, 2019, Regular Meeting.

Planning Manager Downing announced that a new project for a senior living facility will likely be on the Committee’s agenda in the near future.

Assistant Planner Perez announced that the East Grand Village project that was reviewed by the Committee on May 20, 2019 is on the July 16, 2019 Planning Commission agenda.

12. ADJOURNMENT
The meeting was adjourned at 3:30 p.m.to a regular meeting on August 5, 2019 at 2:30 p.m.
MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE

FROM: MATTHEW DOWNING, PLANNING MANAGER

SUBJECT: CONTINUED CONSIDERATION OF CONDITIONAL USE PERMIT 19-001; NEW SMALL CELL TELECOMMUNICATION FACILITY ON PRIVATE PROPERTY; LOCATION – 119 E. BRANCH STREET; APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT

DATE: AUGUST 5, 2019

SUMMARY OF ACTION:
Approval of the project would allow a small cell telecommunication facility to be installed on private property in the Village.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
None.

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

BACKGROUND:
The ARC reviewed the proposed project most recently on June 17, 2019 (Attachments 1 & 2). At that time, the applicant’s representative requested feedback on how the project was addressing the ARC’s previous concerns and preferences for the project, which were:

1. A preference to locate all of the small cell equipment behind the building’s parapet;
2. If an awning remains proposed, the awning should be striped to better match the first floor awning;
3. A preference for an awning design that reflected the window arches, as they are a unique feature of the building; and
4. A loose, scalloped valance needs to be included with an awning.

At the June meeting, it was determined that placing equipment behind the building’s parapet was not feasible and that awning screening was the preferred option. However, at the time, the project was intended to utilize fiberglass materials to simulate traditional canvas awning material. Due to concerns regarding the aesthetics of the fiberglass materials, the applicant’s representative requested additional time to investigate the use of more traditional canvas on the awning instead of fiberglass. The applicant’s
representative has informed staff that a more traditional canvas awning material will adequately transmit signals from the small cell.

**ANALYSIS OF ISSUES:**
The updated proposal remains a three-arched awning that will follow the existing arches of the building, utilizing the striped appearance with loose, black valance as previously proposed. A sample of the material will be available at the meeting. It is being referenced as an awning-type structure as the structure is largely made of fiberglass painted to match the cloth awnings on the lower floor. The wireless panel antennas remain located under the awning as previously proposed while the awning frame will be constructed of fiberglass.

Based on the revised materials proposed, the project complies with the Design Guidelines and is consistent with previous ARC feedback.

**ADVANTAGES:**
The proposed project will increase cellular data capacity in the vicinity of the Village, allowing the applicant to continue to serve its customers as they have come to expect. The new awning will also replace a dilapidated awning in the same location.

**DISADVANTAGES:**
None.

**ENVIRONMENTAL REVIEW:**
The project has been reviewed in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and has been determined to be categorically exempt pursuant to Sections 15301(e)(2), 15303(c), and 15332 of the CEQA Guidelines regarding existing facilities, new construction, and in-fill development projects in urban areas.

**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. No comments have been received regarding the proposed project.

Attachments:
1. June 17, 2019 staff report (less attachments)
2. Minutes from the June 17, 2019 Architectural Review Committee meeting
3. Revised photo simulations (previously distributed)
4. Revised project plans (previously distributed)
MEMORANDUM

TO: ARCHITECTURAL REVIEW COMMITTEE
FROM: MATTHEW DOWNING, PLANNING MANAGER
SUBJECT: CONTINUED CONSIDERATION OF CONDITIONAL USE PERMIT 19-001; NEW SMALL CELL TELECOMMUNICATION FACILITY ON PRIVATE PROPERTY; LOCATION – 119 E. BRANCH STREET; APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT
DATE: JUNE 17, 2019

SUMMARY OF ACTION:
Approval of the project would allow a small cell telecommunication facility to be installed on private property in the Village.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
None.

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

BACKGROUND:
The ARC reviewed the proposed project on May 6, 2019 (Attachments 1 & 2). At that time, members of the ARC were hesitant to make a recommendation on the application due to questions and concerns arising from the proposal and the unavailability of a project representative to respond to the concerns. Specifically, these concerns and preferences were:

1. A preference to locate all of the small cell equipment behind the building’s parapet;
2. If an awning remains proposed, the awning should be striped to better match the first floor awning;
3. A preference for an awning design that reflected the window arches, as they are a unique feature of the building; and
4. A loose, scalloped valance needs to be included with an awning.

These items were provided to the applicant’s representative and the project has been revised to address these items.
ANALYSIS OF ISSUES:
The updated proposal includes a three-arched awning-type structure that will follow the existing arches of the building. It is being referenced as an awning-type structure as the structure is largely made of fiberglass painted to match the cloth awnings on the lower floor. The proposal also includes a loose, black valance that will be made of cloth and include the “Skin Care Clinic” copy from the previous awning. The wireless panel antennas remain located under the awning as previously proposed.

The Design Guidelines identify that awnings should be compatible in color and design with that of the building. Based on the previous feedback from the ARC, the revised awning design and color achieve the compatibility directed by the Design Guidelines. However, the clarification that the awning is necessary to be fiberglass is not consistent with the Design Guidelines, which specifically say that “Aluminum, fiberglass and plastic awnings or canopies are not appropriate (see Page 38).

ADVANTAGES:
The proposed project will increase cellular data capacity in the vicinity of the Village, allowing the applicant to continue to serve its customers as they have come to expect. The new awning will also replace a dilapidated awning in the same location.

DISADVANTAGES:
The use of fiberglass as the primary awning material is not consistent with the Design Guidelines.

ENVIRONMENTAL REVIEW:
The project has been reviewed in compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and has been determined to be categorically exempt pursuant to Sections 15301(e)(2), 15303(c), and 15332 of the CEQA Guidelines regarding existing facilities, new construction, and in-fill development projects in urban areas.

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. No comments have been received regarding the proposed project.

Attachments:
1. May 6, 2019 staff report
2. Minutes from the May 6, 2019 Architectural Review Committee meeting
3. Revised photo simulations
4. Revised project plans
1. **CALL TO ORDER**
Chair Hoag called the Regular Architectural Review Committee meeting to order at 2:30 p.m.

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

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

3. **FLAG SALUTE**
Committee Member Juette led the Flag Salute.

4. **AGENDA REVIEW**
None.

5. **COMMUNITY COMMENTS AND SUGGESTIONS**
None.

6. **WRITTEN COMMUNICATIONS**
None.

7. **CONSENT AGENDA**
Vice Chair Berlin made a motion, seconded by Committee Member Juette, to approve the minutes of the June 3, 2019, Regular Meeting. The motion passed 4-0 on the following voice vote:

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

8. **PROJECTS**
8.a. **CONTINUED CONSIDERATION OF CONDITIONAL USE PERMIT 19-001; NEW SMALL CELL TELECOMMUNICATION FACILITY ON PRIVATE PROPERTY; LOCATION – 119 E. BRANCH STREET; APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT** (Downing)
Planning Manager Downing presented the staff report and summarized the comments from the Committee’s previous review of the project at the May 6, 2019, Regular Meeting. Planning Manager Downing explained the revisions made to the project to address the Committee’s previous concerns through the proposal of a new, fiberglass awning to shelter the telecommunication equipment, which would be painted to match the first floor awning and would include a loose, scalloped valance.
Tricia Knight, project representative, provided some clarification why fiberglass was chosen for the awning instead of a customary fabric awning, explained why this location was chosen and explained the drawbacks to installing the equipment within the existing building façade.

The Committee spoke in support of the direction the project is headed from an aesthetic perspective, and appreciated the aesthetic treatment of the awning with the striping to match the first floor awning. The Committee was not supportive of the fiberglass because it does not comply with the Village Design Guidelines, is likely to be much more rigid than a traditional fabric awning, and will likely have a reflective quality that could be a detriment to The Village's aesthetics. The Committee was also concerned that a material sample of the fiberglass was not provided.

Chair Hoag recommended a continuation of the item until the applicant can provide a material sample, and additional information about how the awning and telecommunication will be attached to the building. The recommendation was unanimously supported by the Committee.

9. DISCUSSION ITEMS
None

10. COMMITTEE COMMUNICATIONS
Committee Member Couch announced that he will be absent from the July 1, 2019, Regular Meeting.

Chair Hoag announced that he will be absent from the July 15, 2019, Regular Meeting.

Committee Member Couch relayed a compliment from staff at Ten Over Studios to the Committee that they appreciated the constructive feedback and overall positivity they received at the May 20, 2019, Regular Meeting.

11. STAFF COMMUNICATIONS
Planning Manager Downing appreciated the Committee's flexibility and feedback on Item 8.a.

Planning Manager Downing announced that the Housing Element Update scope of work is being reviewed by the Planning Commission at their June 18, 2019 meeting.

Planning Manager Downing announced that the public improvements for the Rugged Radio project in Subarea 1 of the East Cherry Specific Plan should begin in the near future.

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

_____________________________   _____________________________
ANDREW PEREZ     WARREN HOAG
ASSISTANT PLANNER      CHAIR
(Approved at ARC Meeting 07-15-2019)
PHOTOSIMULATION VIEWPOINT 1

ATTACHMENT 3

NEW VERIZON WIRELESS PANEL ANTENNAS WALL MOUNTED TO EXISTING BUILDING AND BEHIND NEW FRP SCREENING (FAUX AWNING) - COLOR AND MATERIAL TO MATCH EXISTING

DISCLAIMER: THIS PHOTOSIMULATION IS INTENDED AS A GRAPHICAL REPRESENTATION OF EXISTING AND PROPOSED SITE CONDITIONS BASED ON THE PROJECT / DRAWING PLANS. IT IS NOT INTENDED FOR CONSTRUCTION. ACTUAL FINAL CONSTRUCTION MAY VARY
ENLARGED ROOF PLAN

NOTE: THE ORIGINAL SIZE OF THIS PLAN IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES.

NEW VERIZON WIRELESS EQUIPMENT AREA

EXISTING BUILDING ROOFTOP

EXISTING BUILDING ROOFTOP (LOWER)

NEW VERIZON WIRELESS ANTENNA AREA

NEW VERIZON WIRELESS POWER/FIBER OVERHEAD LINES TO NEW WEATHER HEADS MOUNTED TO EXISTING BUILDING (LENGTH=±100FT)

NEW VERIZON WIRELESS POWER/FIBER OVERHEAD LINES TO NEW WEATHER HEADS MOUNTED TO EXISTING BUILDING

EXISTING POWER PLAN: PG&E DESIGN TO BE DETERMINED

TRANSPORT SOLUTION: DESIGN TO BE DETERMINED

APN: 007-192-056

APN: 007-192-057

APN: 007-192-055

APN: 007-192-062

OWNER: CITY OF ARROYO GRANDE

SAN DIEGO, CA 92122

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SAC AE DESIGN GROUP, INC.

2875 MITCHELL DRIVE, BLDG 9

WALNUT CREEK, CA 94598

NEW VERIZON WIRELESS FIBER, DC POWER & GROUND CONDUITS ON SLEEPERS (APPROX. 100')

NEW VERIZON POWER/FIBER GREENTRACK LOCATED TO EXISTING ROOF ACCESS HATCH

EXISTING POWER/FIBER GREENTRACK LOCATED TO EXISTING ROOF ACCESS HATCH

EXISTING RETAINING WALL

EXISTING AC UNIT

EXISTING ROOF ACCESS HATCH

EXISTING 1/2" DIA. CONDUIT

PROPERTY LINE

CURRENT OVERHEAD POWER LINE TO EXISTING WEATHER HEAD MOUNTED TO EXISTING BUILDING

NEW VERIZON WIRELESS POWER/FIBER OVERHEAD LINES TO NEW WEATHER HEAD MOUNTED TO EXISTING BUILDING

ITEM 8.a. - PAGE 14
NEW VERIZON WIRELESS EQUIPMENT CABINET MOUNTED ON NEW CONCRETE BASEMENT (LOCATED AT GROUND LEVEL).

NEW VERIZON WIRELESS RRUS, (4) TOTAL, MOUNTED TO EXISTING BUILDING WITHIN NEW ENCLOSURES (NO TOP OR BOTTOM ENCLOSURE FOR VENTILATION PURPOSES).

NEW VERIZON WIRELESS PANEL ANTENNAS MOUNTED BEHIND NEW FRP SCREEN (FAUX AWNING), (2) TOTAL.

NEW VERIZON WIRELESS FRP SCREENING (NEW FAUX AWNING).

NEW VERIZON WIRELESS LEASE AREA.

NEW VERIZON WIRELESS FIBER, DC POWER & GROUND CONDUITS ON SLEEPERS (APPROX. 100').

EXISTING 1/2" DIA. CONDUIT EXISTING BUILDING ROOFTOP (LOWER).

EXISTING ELECTRICAL METER APN: 007-192-056

NEW VERIZON WIRELESS METER APN: 007-192-057

NEW VERIZON WIRELESS CONDUIT PENETRATIONS NEW VERIZON WIRELESS 17x30 FIBER PULL BOX

EXISTING OVERHEAD POWER LINE TO EXISTING WEATHER HEAD MOUNTED TO EXISTING BUILDING.

EXISTING WEATHER HEAD (ABOVE) MOUNTED TO EXISTING BUILDING

NEW VERIZON WIRELESS GPS ANTENNA MOUNTED (ABOVE) ON EXISTING BUILDING.

NEW VERIZON POWER/FIBER OVERHEAD LINES TO NEW WEATHER HEADS MOUNTED TO EXISTING BUILDING (LENGTH=±100FT).

NEW VERIZON POWER AND FIBER WEATHER HEADS (MIN. 1FT SEPARATION)

NEW VERIZON WIRELESS PANEL ANTENNAS MOUNTED BEHIND NEW FRP SCREEN (FAUX AWNING), (2) TOTAL

NEW VERIZON WIRELESS DUAL DIPLEXERS, (2) PER SECTOR, TOTAL OF (4)
NEW & EXISTING SOUTHEAST ELEVATIONS

1/4" = 1'-0" (24x36) (OR) 1/8" = 1'-0" (11x17)

NOTE: THE ORIGINAL SIZE OF THIS PLAN IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES.