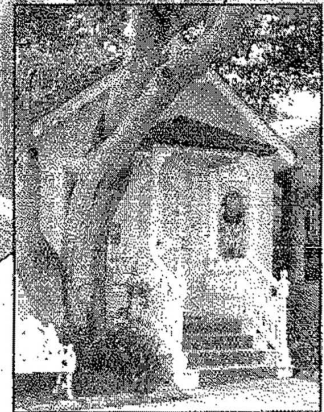
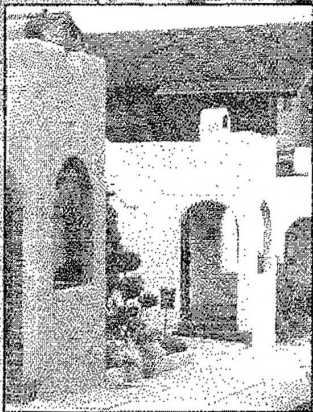
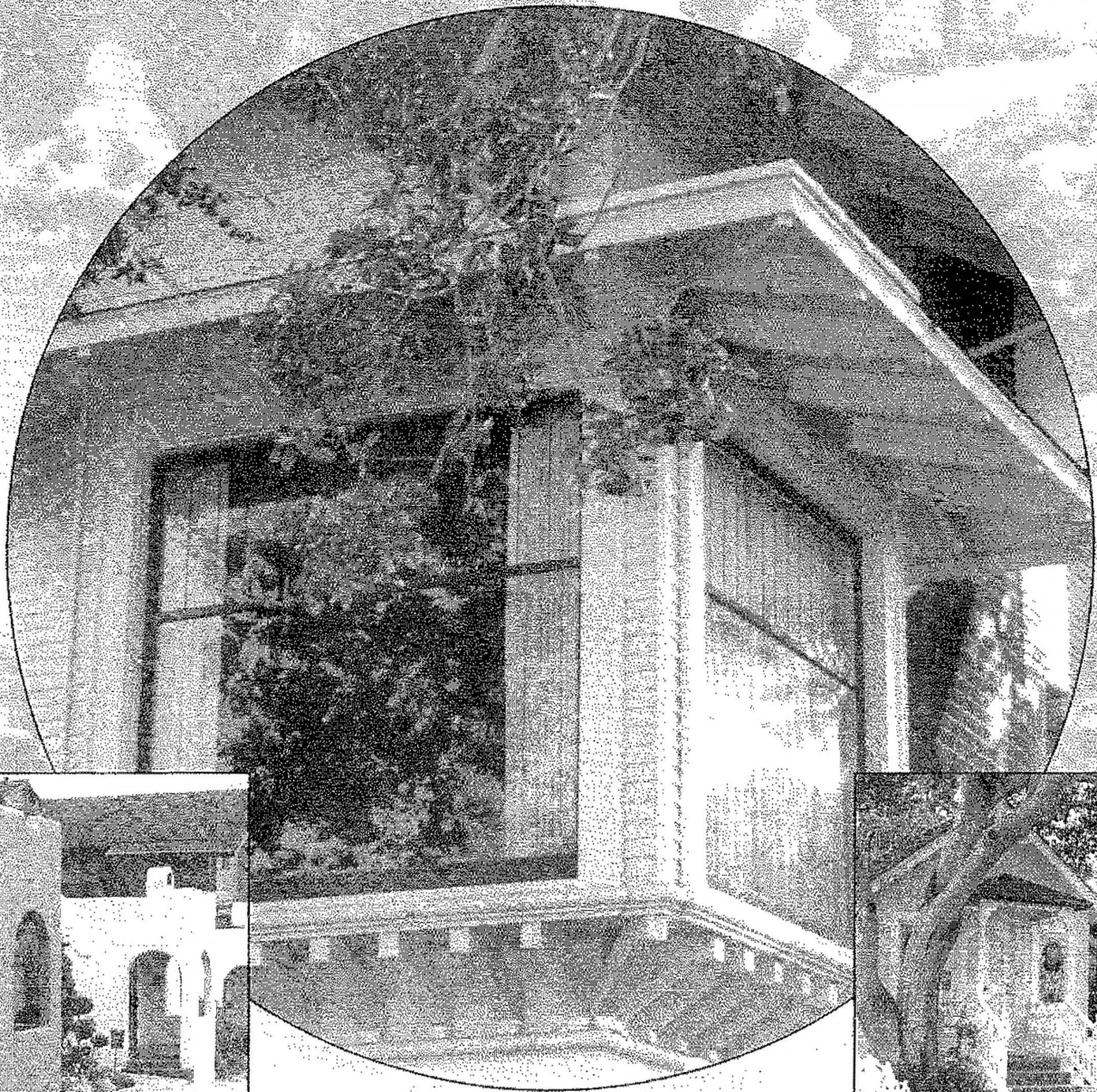


CITY OF PACIFIC GROVE

Architectural Review Guidelines

for
Single-Family Residences



2017

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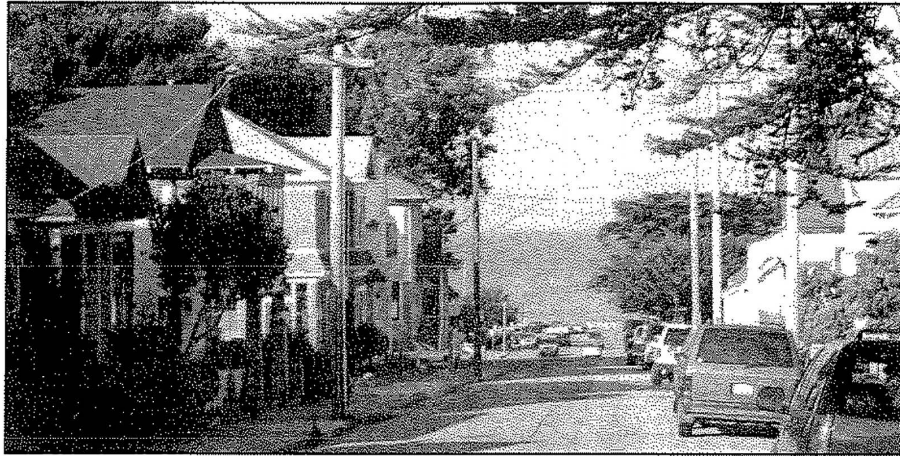
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INTRODUCTION

Pacific Grove is defined by a unique combination of natural resources and traditional neighborhoods that create a special place. Each of its neighborhoods exhibits features that enhance the livability of the community. These features need to be recognized and respected when designing an addition, remodel, or new home.



“The external image a city presents to the world is the signature by which it is known.”

— Richard Hedman, American Planning Association

Natural resources abound in Pacific Grove. The rugged shoreline, with its accessible beaches, meets Monterey pines and cypresses in a spectacular embrace of forest and sea. Victorian gardens brighten compact pedestrian thoroughfares, where carefully preserved historic buildings blend with their contemporary counterparts. The result is a rich architectural heritage and a pedestrian-friendly “hometown” atmosphere.

Purpose of Architectural Review

In order to maintain and preserve Pacific Grove’s natural beauty and historic character, the community has adopted an architectural review process that is specifically designed to:

- ♦ promote the orderly development of the city;
- ♦ maintain harmonious relationships between old and new structures and between buildings and the natural environment;
- ♦ protect Pacific Grove’s architectural heritage and natural resources;
- ♦ establish a process by which property owners, architects, and City representatives can work together to sustain Pacific Grove’s unique quality of life.

About These Guidelines

This set of architectural review guidelines will serve as a common reference point for everyone involved in the process:

- ♦ property owners
- ♦ architects and designers
- ♦ builders
- ♦ Architectural Review Board (ARB), Planning Commission, City Council, and City staff
- ♦ neighbors and other interested citizens.

These guidelines, while not mandatory requirements, deserve serious consideration in the execution of design proposals. They are intended to allow for individuality, creativity, and variety in architectural design, while providing guidance to the Architectural Review Board as it carries out its responsibilities under the Pacific Grove Municipal Code. The guidelines are also intended to direct the homeowner and designer to develop a design that will move smoothly through the review process. Projects which do not adhere to these guidelines risk costly redesigns or project denial.

If you have any questions or need additional information as you use these guidelines, please contact the Community Development Department at (831) 648-3190.

ARCHITECTURAL REVIEW PROCESS

Architectural review is conducted by the City's Architectural Review Board. The seven members of the ARB are appointed by the Mayor with the approval of the City Council. Two members must have professional experience as architects, landscape architects, engineers, designers, or draftsmen, and two must have experience in the building industry. The ARB meets on the second and fourth Tuesdays of every month.

What Types of Projects Are Subject to Architectural Review?

While some projects may not require ARB approval, the majority do. Any exterior change to an existing structure should be reviewed with the Community Development Department prior to initiating any work, in order to avoid compliance problems.

Review Considerations

As specified in section 23.73.070 of the City's Municipal Code, the design elements that are considered by the ARB during the review process include:

- ♦ Siting
- ♦ Mass (size and shape)
- ♦ Architectural detail
- ♦ Overall architectural character
- ♦ Materials, color, and landscaping

All of these points are considered within the context of the surrounding neighborhood, with the goal of promoting visual harmony and maintaining the unique character of each of Pacific Grove's neighborhood areas.

What Are the Steps?

1. Preliminary Meeting with City Planner:

Before going to the time and expense of developing detailed building plans, you should discuss the project with the City's planning staff, who will answer questions about zoning regulations and the review process and explain submittal requirements.

Also consider discussing your plans in advance with neighbors. Remember that they may attend the ARB hearing and comment on your project.

2. Application Submission: Submit the required plans, along with a completed application and fees. It is important that the plans be complete; incomplete applications can lead to processing delays.

3. Planning Division Review: The plans are reviewed for completeness and to determine if other permits are required. For example, if your project involves removing trees, a tree permit will be required, and variances require Planning Commission approval. (NOTE: Any required Planning Commission approval or Site Plan Review Committee approval precedes ARB review.)

4. Architectural Review Board Hearing: Your application is next scheduled for a public hearing before the ARB. Notices of all ARB hearings are posted at the project site and mailed to the owners of adjacent properties and those directly across the street. The City is required to post notices at least seven days in advance of the hearing.

Except for minor projects, most applications for architectural approval will require at least two presentations to the Board, the first for concept approval and the last for final approval. (NOTE: Any applicant is entitled to ask for final approval at one presentation, provided that all submittal requirements for final approval have been satisfied.) Please note that it is the function of the ARB to evaluate design; it is not the function of the ARB to design the applicant's project.

Concept Approval: The ARB grants concept approval when the siting, style, and size of a project are acceptable. It may be necessary for the Board and the applicant to review the project at more than one meeting in order to reach this point.

Final Approval: The ARB grants final approval of the specific structure to be constructed. No deviations from the approved plans are permitted unless a design change application has been approved by the Board or a minor design change has been approved by staff. Although not required, it is recommended that working drawings be presented on all matters that will affect the exterior appearance of the project in order to expedite final approval.

At the ARB meeting, your project will either be approved without discussion (as part of the consent agenda) or considered on the regular agenda.

According to Municipal Code section 23.73.060, the Board is authorized to make the following decisions on any application:

- ♦ approve as submitted
- ♦ disapprove
- ♦ approve, subject to:
 - conditions
 - specified changes
 - additions

Appeals: ARB decisions may be appealed to the Planning Commission by the applicant or other interested parties. The Planning Commission then has 30 days to consider the appeal. Planning Commission decisions may be appealed to the City Council. The Planning Commission and Council have until their next regularly scheduled meeting following the ARB action to call an item up for review.

Generally, the ARB will not consider an item that still requires use permit or variance approval from the Planning Commission, since architectural

approval may prove meaningless if the Planning Commission or City Council denies the application or imposes conditions that require a change in architecture.

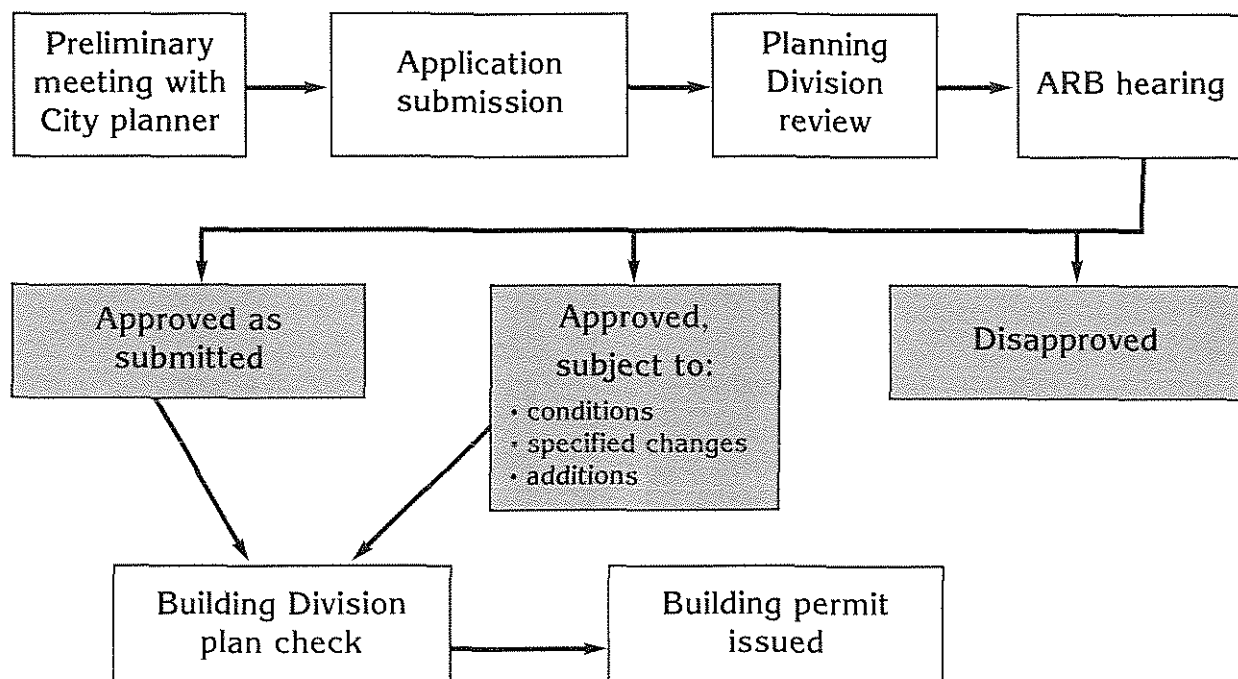
5. Building Division Plan Check: Plans approved by the ARB are then checked by the Community Development Department's Building Division for Building Code compliance. After all requirements are met, a building permit is issued.

How Long Will it Take?

Projects are generally processed in the order they are received. Processing times can vary greatly depending upon the Community Development Department's current application workload, the complexity of your project, and, most importantly, the completeness of your application. When you submit your application, the Community Development Department staff can give you an estimate of how long the review process will take.

The best way to expedite the review and approval of your project is to make sure your application and plans are complete and clear. This booklet is intended to help guide you through the process by clarifying the City's expectations for architectural design.

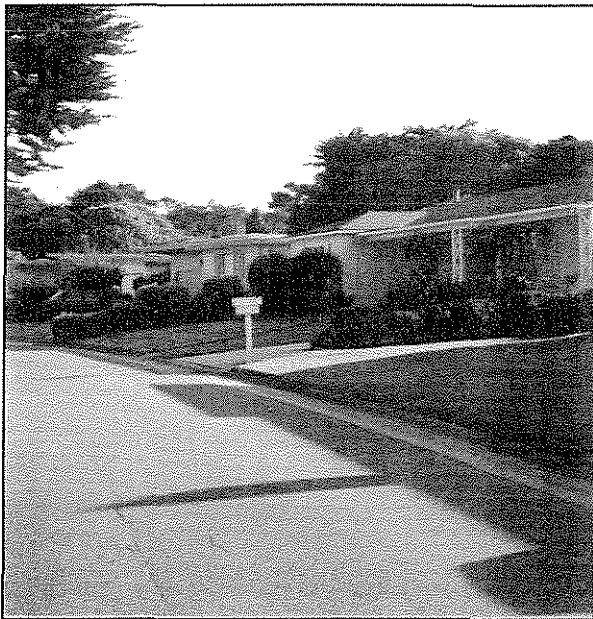
ARCHITECTURAL REVIEW SEQUENCE



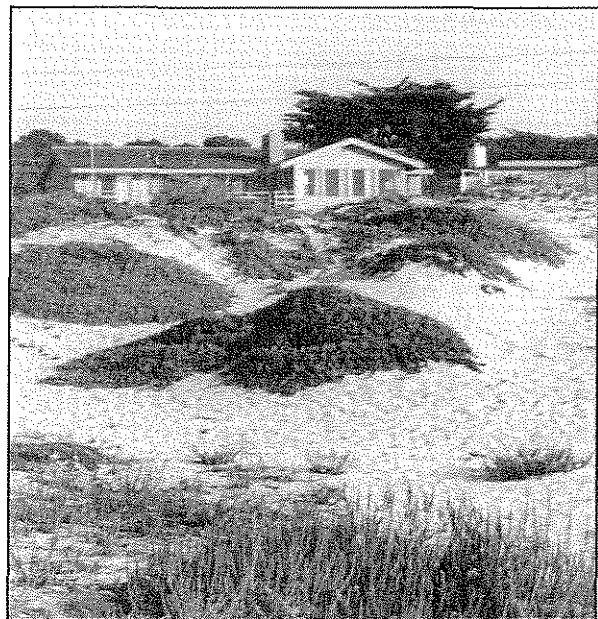
SECTION 1: NEIGHBORHOOD COMPATIBILITY

One of the hallmarks of Pacific Grove's small-town character and charm is its unique blend of architectural styles set against a magnificent backdrop of natural resources. Pacific Grove's neighborhoods are comprised of homes exhibiting a wide variety of architectural styles. Some are nestled among Monterey pines and gently rolling dunes. Others were built in rows along more "urban" blocks, with porches aligning along the street. These existing attributes of the town, both scenic and man-made, form the background for any new structures that are added to the environment.

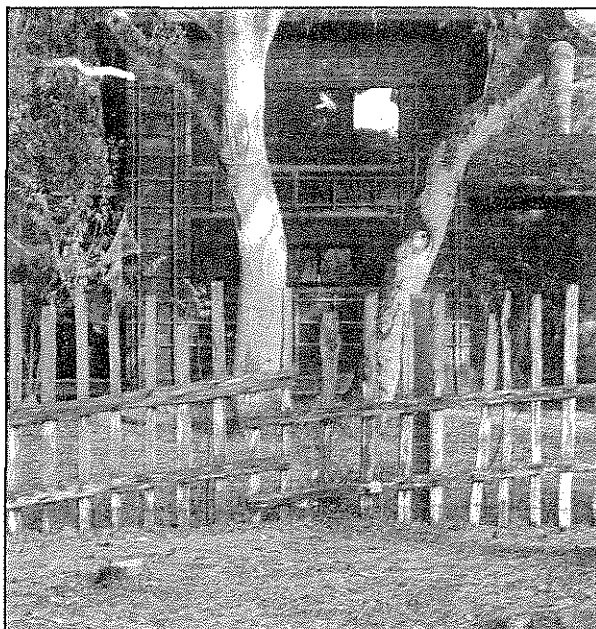
A key principle of these architectural review guidelines is that alterations and new construction should respect and enhance neighborhood compatibility.



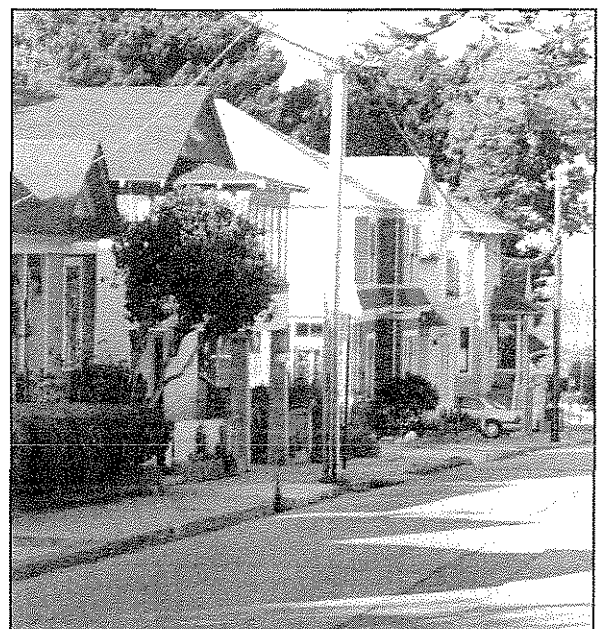
Beach Tract/Fairway Homes



Asilomar Dunes



Pacific Grove Acres



Pacific Grove Retreat

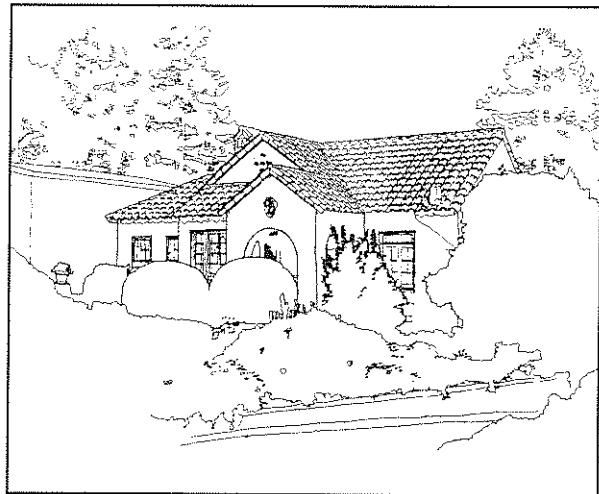
Architectural Style and Design

Diverse architectural styles lie at the heart of Pacific Grove's distinctive character. Stately Queen Anne homes coexist with Spanish, Tudor, Prairie, and a variety of other historic and modern architectural styles. The horizontal lines of ranch style homes blend compatibly with the rolling sand dunes and natural vegetation of the Asilomar Dunes area. In the Retreat, ornamental details of vernacular cottages and distinctive trim elements of Queen Anne styles are typical. Each of these styles reflects the craftsmanship of its period and the care of the city's residents.

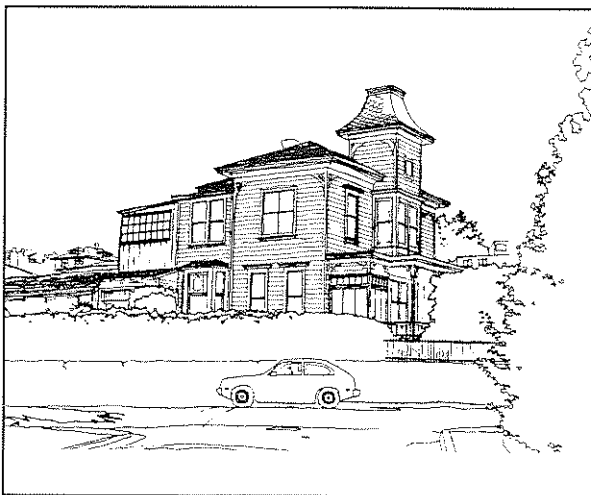
When remodeling existing houses, traditional design elements should be respected. New construction should be designed to be compatible with established styles.



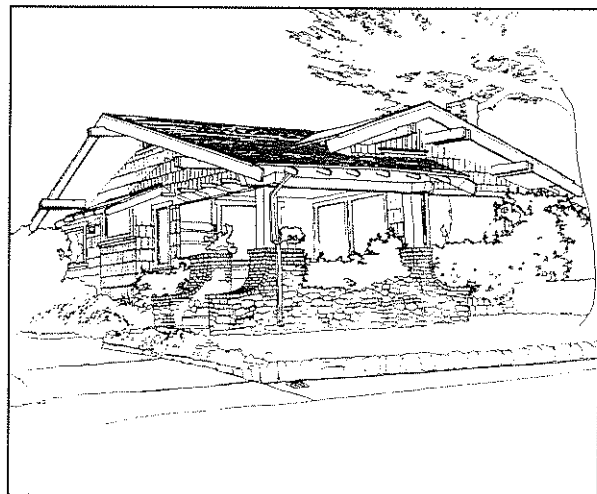
Tudor: Steeply pitched roofs, offset chimneys, arched doorways.



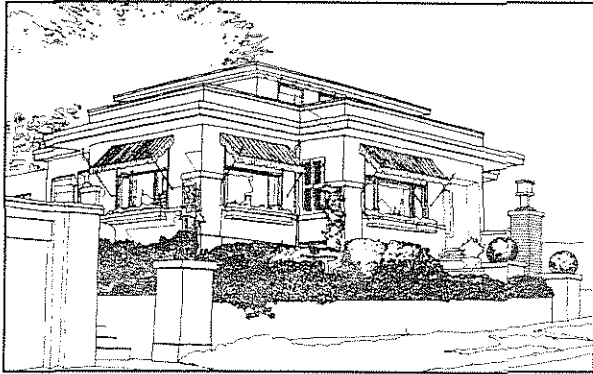
Spanish Revival: Tile roofs, stucco finish, arched doorways.



Italianate: Deep overhangs with brackets, decorative window frames.



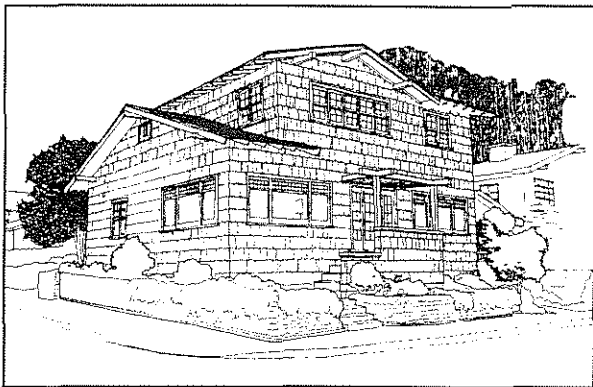
Craftsman/Bungalow: Low-pitched and wide-projecting gable roofs, exposed rafters or knee braces, large porches with columns.



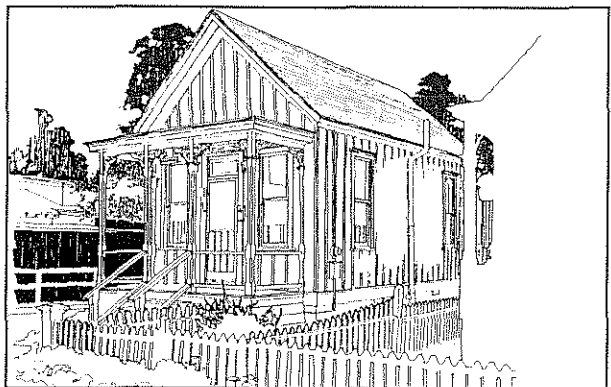
Prairie: Horizontal emphasis, sidewalls merge with building, deep roof overhangs.



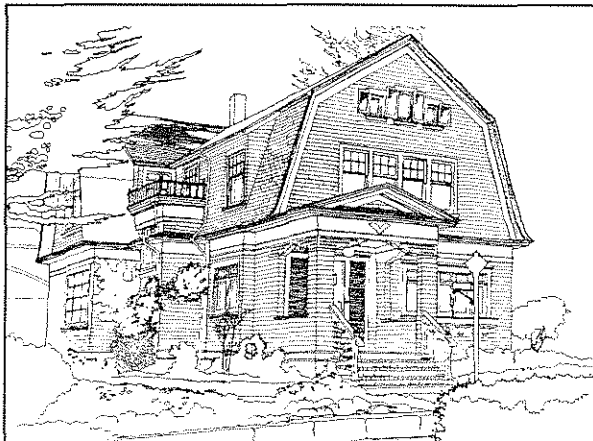
American Foursquare: Two-story square or rectangular plan, hip roofs, heavy eaves, and front porches.



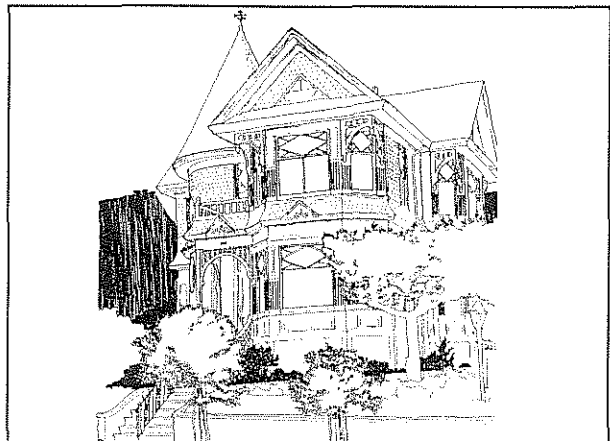
Shingle: Unembellished wood shingles, porches of rough stone with classic porch posts.



Vernacular: Rectangular form, gable roofs, porches facing the street.



Colonial Revival: Palladian windows, classical portico entries.



Queen Anne: Decorative shingle patterns, offset turrets and bay windows, ornate porch details.

While styles are diverse, each building shares some basic features of construction with its neighbors. For example, in some of the older

neighborhoods many houses are wood-sided, with gable roofs and porches facing the street.

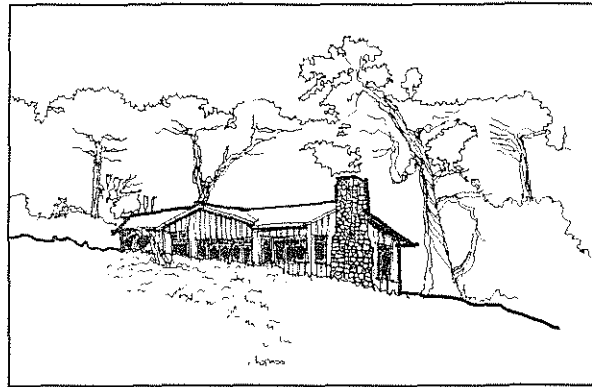
Scale and Rhythm of Streetscape

The character of a project's context varies within individual neighborhoods of the city. Some settings are more "urban" while others have more rural features that highlight natural resources. Defining the context of a project is an essential step in evaluating a design's fit with the neighborhood.

New structures should be designed to harmonize and blend with the scale and rhythm of the neighborhood and to maintain the character of the area.



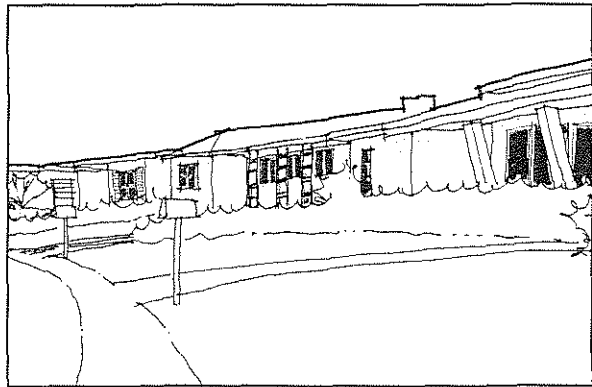
Rhythm and alignment: Where building fronts align along a street, maintain this pattern.



Natural streetscapes: In some areas, a house appears more as an individual structure set in the woods. This characteristic should be maintained.



Scale: These two-story buildings are similar in massing and height.



Alignment: Uniform deep front setbacks contribute to the character of this neighborhood.

Guideline #1:

The mass and height of a new building should blend well with neighboring structures and not overwhelm them with disproportionate size or a design that is out of character.

Some similarities in form can be abstracted from older styles and used in an original way.

Guideline #2:

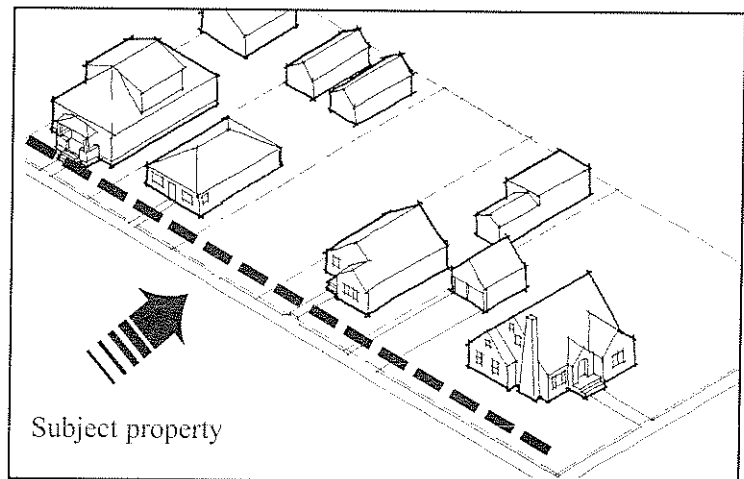
Roof lines of new structures should be compatible with the pitch and character of roofs seen traditionally in the neighborhood.

Pitched roofs are common in Pacific Grove. However, the slopes vary among the different neighborhoods.

Respecting the scale and rhythm of the streetscape:

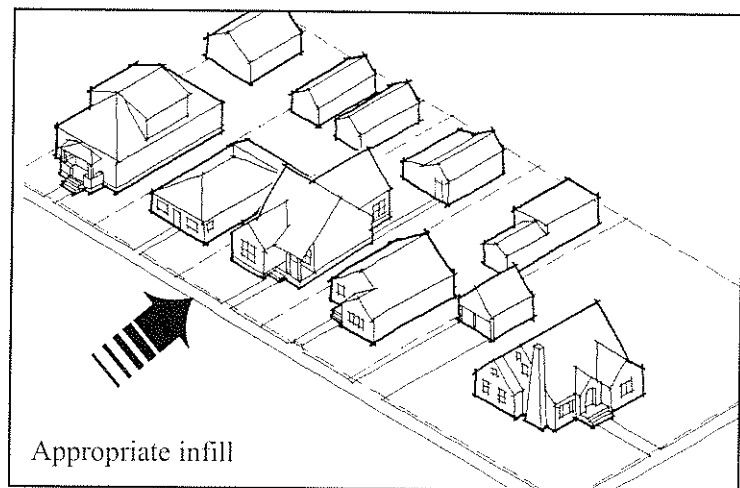
Existing Context

In many blocks, building fronts align. Structures are one and two stories in height.



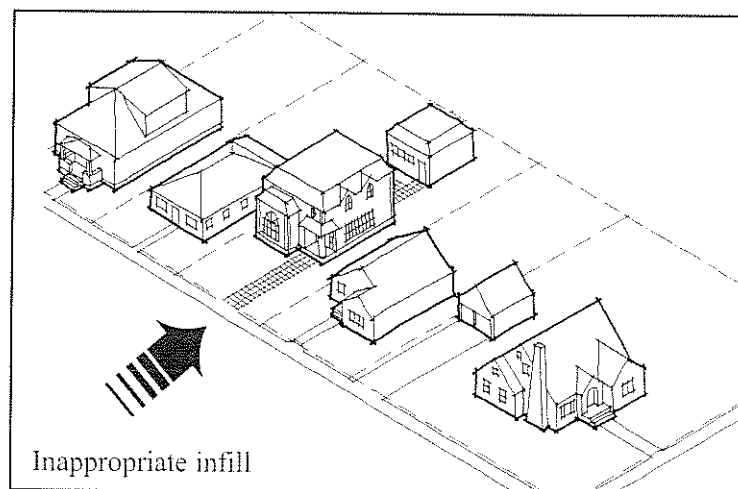
Appropriate Infill

In this design, a new house maintains the uniform spacing of side yards and the front aligns with others in the immediate context.



Inappropriate Infill

This new house is more massive than the other houses in the block and the alignment of building fronts is not maintained.

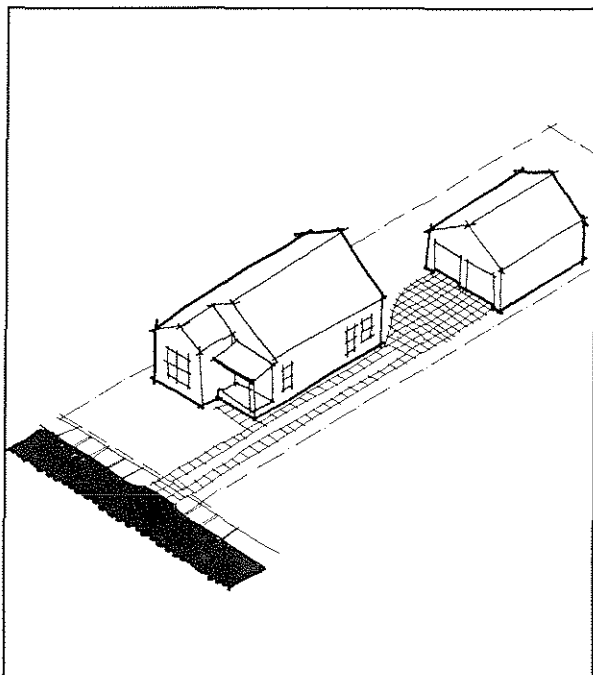


Suggestion: An enlarged photo of the proposed project site and adjacent homes with an outline of the planned structure sketched in is very helpful in visualizing the impact of the planned structure on the neighborhood.

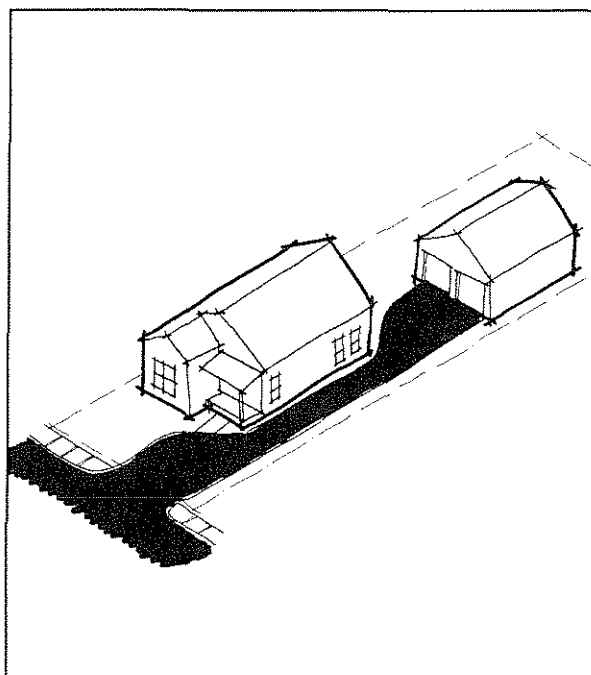
Garages, Driveways, and Service Areas

Traditionally, automobile and service areas were subordinate to residential character. Service areas include sheds, trash containers, utility boxes, and accessory structures.

Garages, driveways, and service areas should be subordinate to and blend well with adjacent buildings.



Preferred: Minimizing paved areas of driveways reduces visual impacts.



Avoid: Large expanses of paving result in an undesirable visual impact.

Guideline #3:

Avoid large expanses of paved areas.

Reducing the width of a driveway and using decorative paving will help soften visual impacts.

Fences and landscaping can be used to screen and soften exposed parking areas.

Guideline #4:

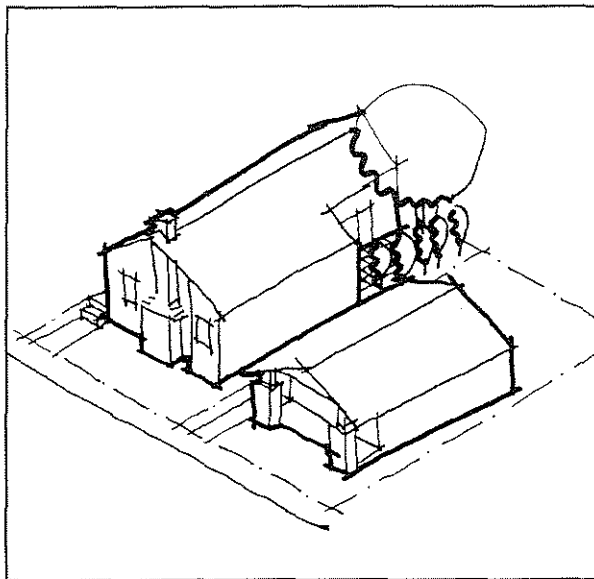
The location and size of the garage should not dominate the street view of the structure.

Locating the garage toward the rear of the site reduces its impact on the streetscape.

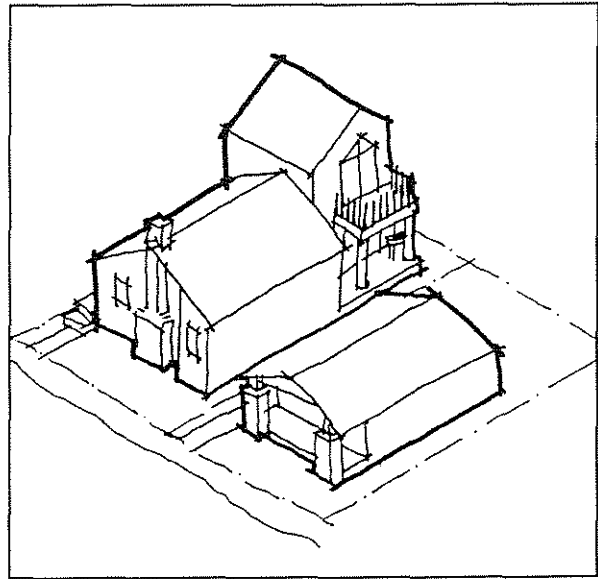
Good Neighbor Considerations

Maintaining views and access to light and air, as well as respecting the privacy of one's neighbors, are important design considerations.

Minimize the visual impacts of new construction on adjacent properties.



Preferred: The mass of a rear addition is kept low and landscaping screens yard areas.



Avoid: A tall addition with a balcony overlooks an adjacent rear yard.

Guideline #5:

Attempt to locate taller sections of buildings where they will not obstruct sunlight to adjacent yards, patios, or rooms.

Avoid locating tall or bulky building elements near the property line in order to prevent boxing-in neighboring houses.

Guideline #6:

Try to place new windows where they will respect privacy between properties.

Windows can be placed high in a side wall to provide air and light yet not intrude on the privacy of a neighboring property.

Guideline #7:

Second floor balconies and decks should be designed and located to minimize the loss of privacy for neighboring properties.

This is particularly relevant in areas where buildings are close together.

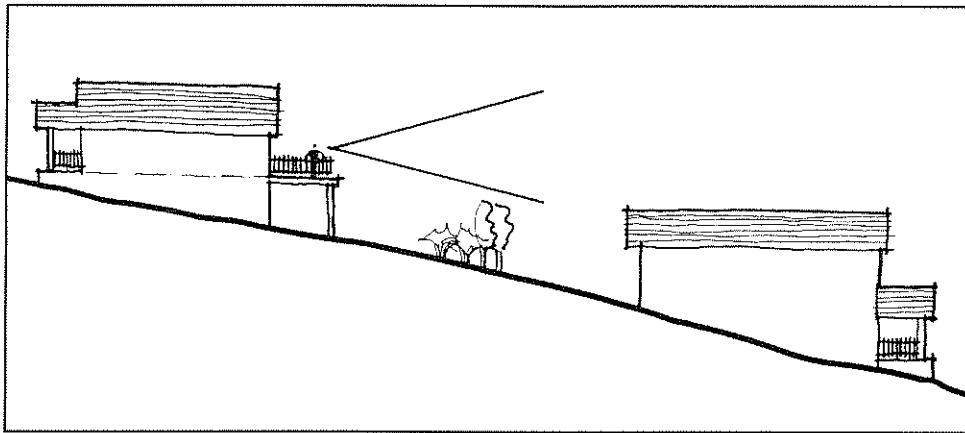
Guideline #8:

Landscaping can be used to provide privacy screens.

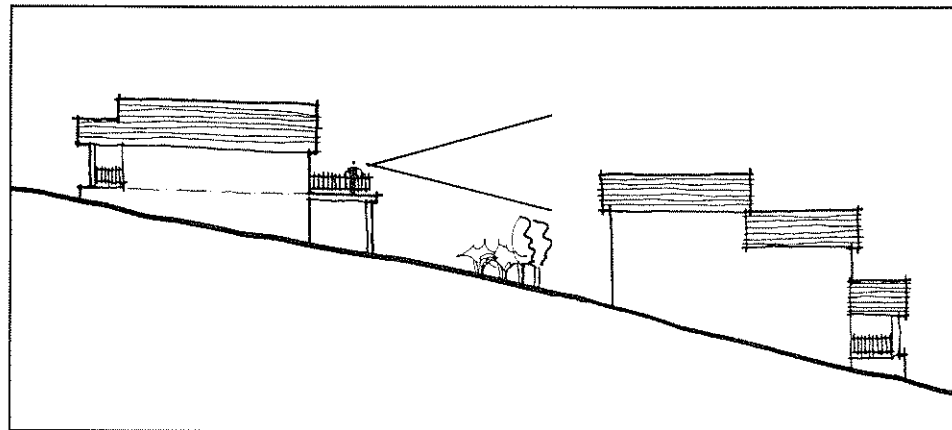
Consider using a hedge to buffer views between rear yards, for example.

Locating a building to preserve scenic views is a part of the character of Pacific Grove. Through careful design, it may be possible also to maintain views from neighboring properties.

New construction should be positioned to maintain views from adjacent properties when feasible.



Preferred: Reduce building height and locate the structure downhill from adjacent properties to maintain views.



Avoid: Creating a tall mass adjacent to neighboring structures.

Guideline #9:

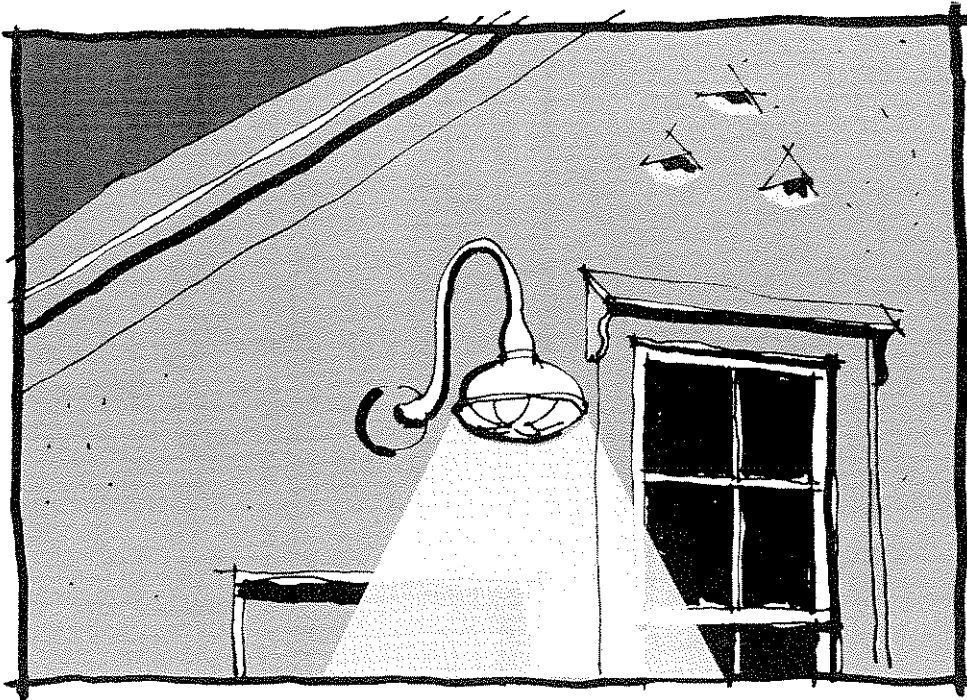
Attempt to preserve some portion of neighbors' views by carefully positioning or limiting the width, depth, or height of proposed building elements.

For example, reduce the height of a dwelling on a downhill slope and position it further from the house on the adjacent property. This design approach is particularly relevant in areas where lots are large and slopes are steep.

Exterior Lighting

Relatively low levels of light and the modest design of exterior light fixtures have contributed to the traditionally “quiet” sense of Pacific Grove neighborhoods. Lighting placement, intensity, and potential glare are design concerns.

Minimize the visual impacts of exterior lighting onto adjacent properties.



Preferred: Use a shielded fixture to focus light and prevent glare onto adjacent properties.

Guideline #10:

Position outdoor lighting so that no direct light extends onto neighboring properties.

The number, intensity, and height of light sources should be limited. Illumination should be screened from adjacent properties. Use shielded lights, directed downward, to provide adequate illumination while being less obtrusive.

Guideline #11:

Landscape lighting should be low-level, unobtrusive fixtures. Also, reserve such lighting for significant landscape features.

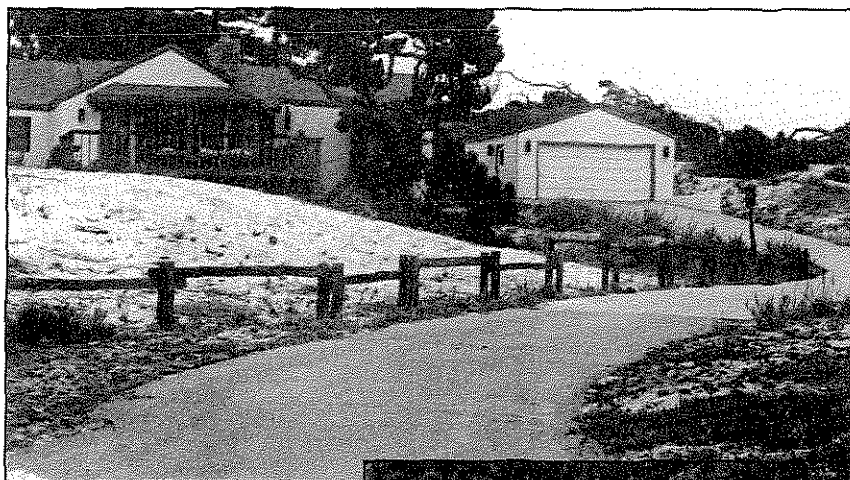
Guideline #12:

Choose light fixtures that are compatible with the architectural style of the project.

SECTION 2: RELATIONSHIP TO SITE AND TOPOGRAPHY

How well a building fits with its site is an important consideration throughout the city. It is especially relevant in those areas where distinctive natural features are part of the setting. In the more “urban” areas, buildings of similar scale often create a “stair step” effect along the street reflecting the underlying slopes of the block. Likewise, design features should adapt to and compensate for any natural limitations of the site. A guiding design principle is to adapt the building to the land, rather than the land to the building.

A building should be compatible with and sensitive to the natural features of the building site and its surrounding area.



Preferred: These buildings have a low profile and preserve the natural dune topography.

Preferred: Locate a building to respect existing vegetation.



Guideline #13:

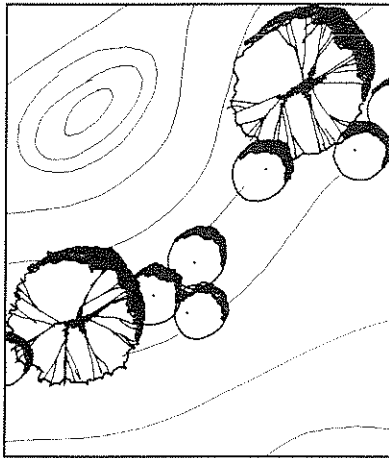
A building should be designed to relate to and take advantage of the natural slope of the land, significant trees and existing vegetation, and any other natural site attributes.

For example, the Asilomar Dunes area contains special biological and geological resources, including rare and endangered plants and dune land forms that are composed almost entirely of pure quartz sand.

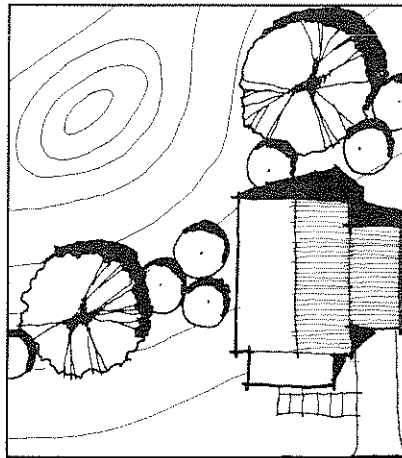
Siting a Structure

Steeply sloping hills, distinctive dune formations, and mature pine, oak, and cypress trees are natural features that contribute to the character of many neighborhood settings in Pacific Grove.

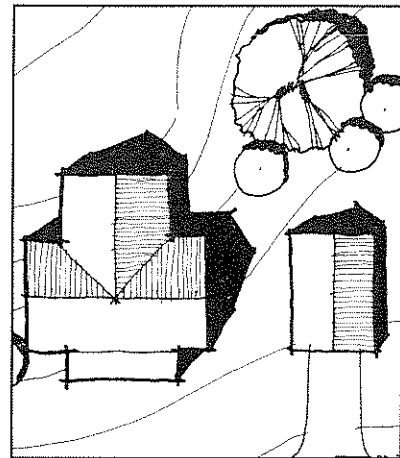
Locate new construction to respect the natural assets of the site.



Existing condition: Natural features include land forms and trees.



Preferred: Natural features are respected.



Avoid: Structures require altering land forms and removing trees.

Guideline #14:

Establish building setbacks from property lines that will respect natural features.

The minimum required setbacks should be considered a starting point. In some cases, setbacks may need to be increased to ensure compatibility with surrounding land uses, topography, and trees.

Guideline #15:

Open space and landscaped areas should blend visually with adjacent properties.

Orient a building so that the resulting outdoor space will connect visually with that of its neighbors, while also respecting privacy.

Guideline #16:

An effort should be made to preserve significant public view corridors.

Public views to the ocean and to parks and open space are particularly important. Consider opportunities to maintain views from adjacent properties. (See also page 11.)

Guideline #17:

Open spaces should be planned with specific functions in mind.

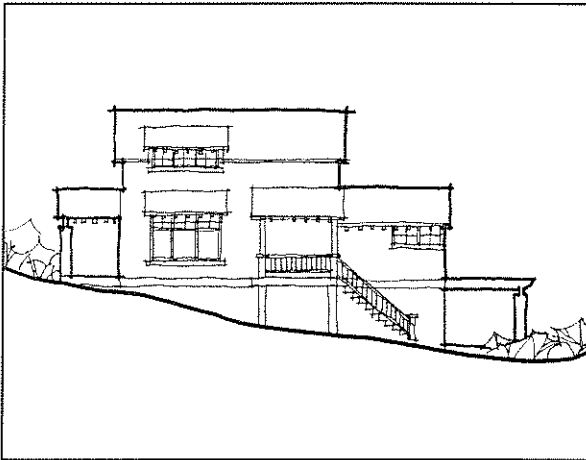
Patios, gardens, and play yards are examples of open space functions.

Suggestion: Wherever possible, use larger setbacks, open space, and landscaping to increase security and privacy.

Preservation of Natural Slopes

The natural sloping forms of hillsides and dunes are some of the most distinctive features of residential areas in Pacific Grove. They give identity to individual neighborhoods and provide a unifying background element for the diversity of buildings that blend with their surroundings.

Building designs should follow the natural contours of the property.



Preferred: Step a building form to follow the natural contours of the property.



Avoid: Avoid building forms that obscure the character of natural slopes.

Guideline #18:

Changes in the natural grade by cutting and filling should be minimized.

Designing walks, driveways, and similar site improvements to follow established site contours will prevent erosion and damage to the root systems of trees that are to remain.

Guideline #19:

Avoid excessive “cut and fill” grading.

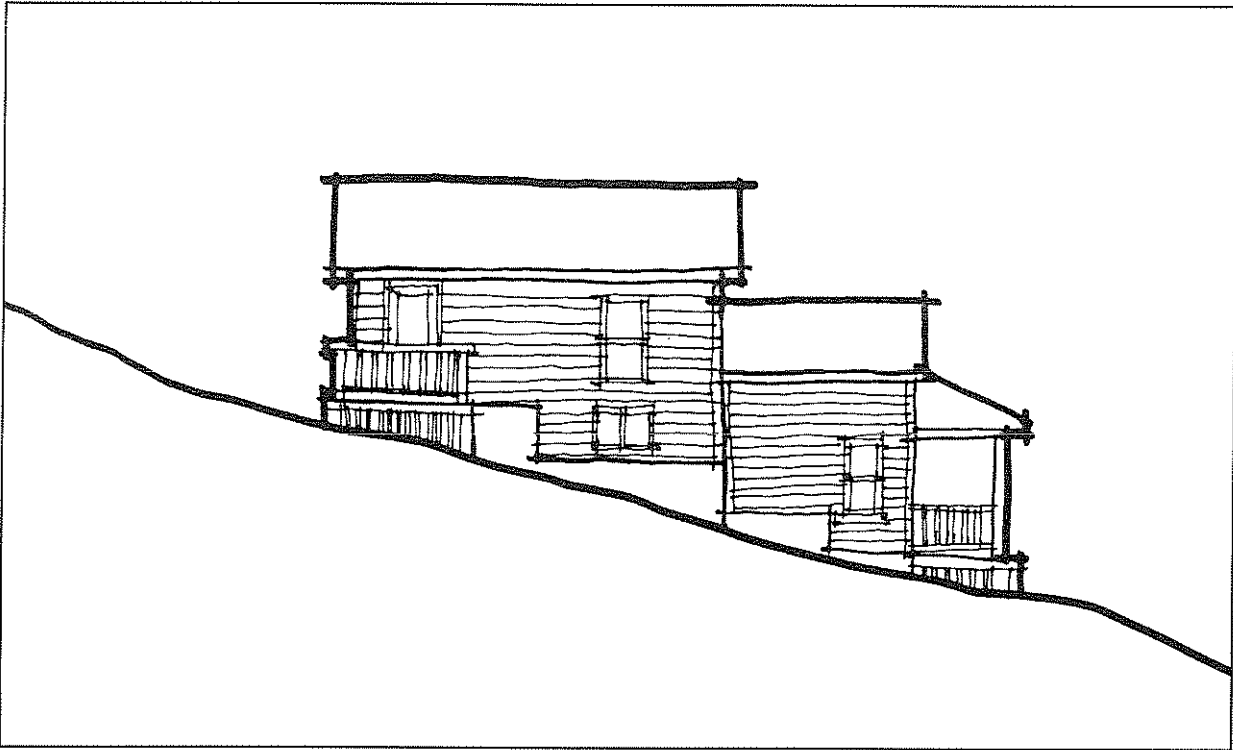
Design elements that require significant grading, such as tall retaining walls, may compromise the integrity of the natural slope of the site. Grade changes that incorporate landscaping and smooth transitions are preferred.

Guideline #20:

Design a building footprint and organize the upper levels to take the natural slope into consideration.

Stepping a building’s form is an appropriate way to follow the site’s natural contours.

Suggestion: Contouring should simulate natural land forms as much as possible, emphasizing free-flowing, meandering, and curved forms rather than hard, geometric ones.



Preferred: The natural slope is respected. Cut and fill is minimized.

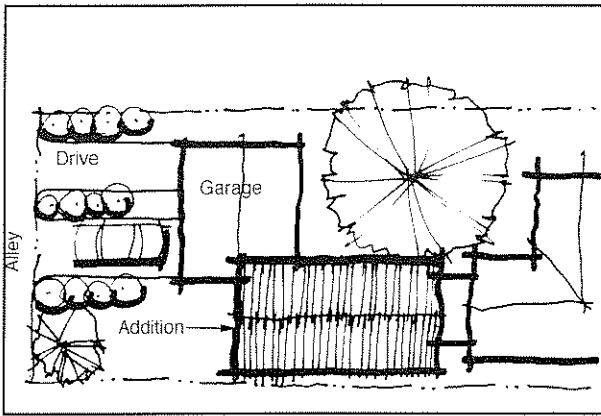


Avoid: The natural slope is obscured. A large retaining wall has a negative effect.

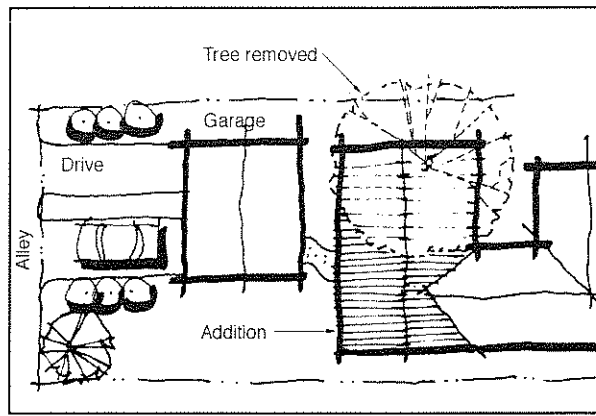
Preservation of Significant Trees

Trees are a valuable long-term community asset and enhance the city's neighborhoods.

Significant trees should be preserved.



Preferred: A significant tree is preserved by positioning an addition along one side of the rear yard.



Avoid: A significant tree is lost by positioning an addition to span the rear yard.

Guideline #21:

The design and siting of a dwelling should take into consideration all existing trees in order to avoid unneeded cutting and trimming.

Locate chimneys at least ten feet from significant trees to avoid smoke impact to the surrounding tree canopy.

Guideline #22:

Protect root systems of significant trees.

Avoid extensive removal of topsoil from the building site, because it provides essential nutrients to existing trees. Gravel, turf block, or other permeable materials should be considered for paths and driveways to allow for tree root expansion.

Guideline #23:

Consult the City Forester regarding tree protection measures during construction.

A City permit is required for removal or substantial trimming of trees. For information about tree trimming or removal permits, contact the Public Works Department (648-3122). The City's tree ordinance also contains standards for protecting trees from construction impacts.

Tips for protecting trees during construction: Avoid, as much as possible, excavation and foot traffic in the root zone; place protective screening around the base of the trunk; if roots are exposed, keep them moist.

SECTION 3: MASS AND SCALE OF A STRUCTURE

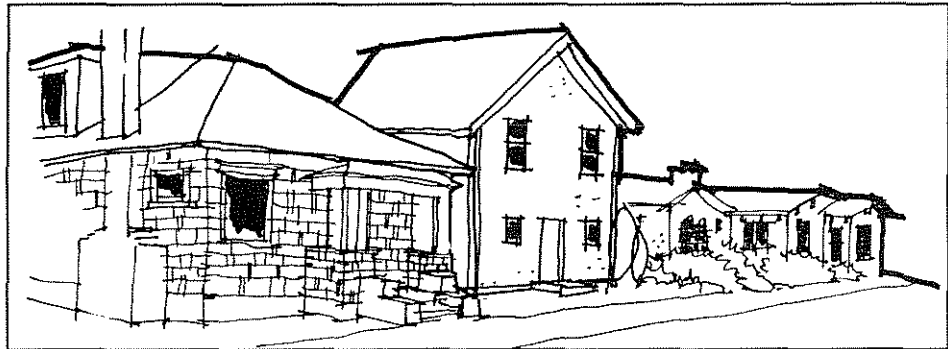
Floor area, height, relationship to the site, and overall design, including architectural details, all combine to determine the mass of a structure. In Pacific Grove, buildings convey a sense of human scale.

New construction should appear similar in mass and scale to other buildings seen as traditional in the neighborhood.



Preferred:
Maintaining the established scale of the neighborhood.

Avoid: An abrupt change in scale that alters the character of the block.



Guideline #24:

A new structure should appear similar in scale to those seen as traditional in the neighborhood.

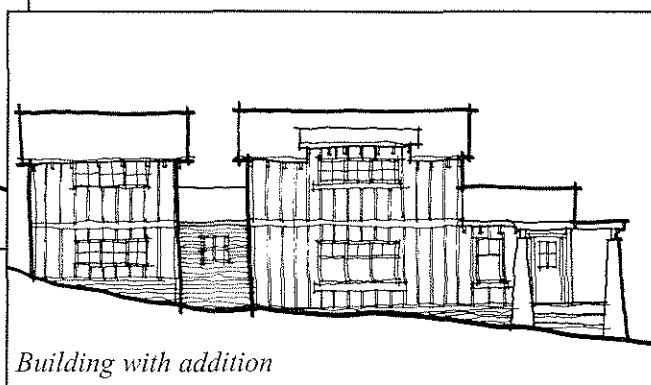
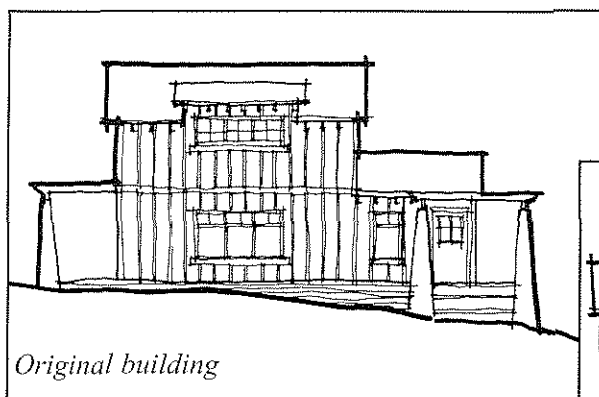
Structures that are out of scale with the neighborhood, residences without sufficient open space, and buildings with large, blank, unrelieved surfaces can appear massive and overwhelming.

A carefully designed building maintains a proportional relationship to adjoining properties and enhances the rhythm and scale of the existing neighborhood streetscape through the use of similar proportions and details.

Proportion of Buildings to Site and Open Space

Traditionally, buildings within each neighborhood have been relatively consistent in proportion to site size. The established scale contributes to a sense of unity in each block.

The size, mass, and height of a structure should be compatible with the size and contours of the property.



Preferred: Consider dividing the mass of a building into separate forms and linking them with a connector.

Guideline #25:

If a building would be larger than seen traditionally in the area, consider methods to reduce its perceived size.

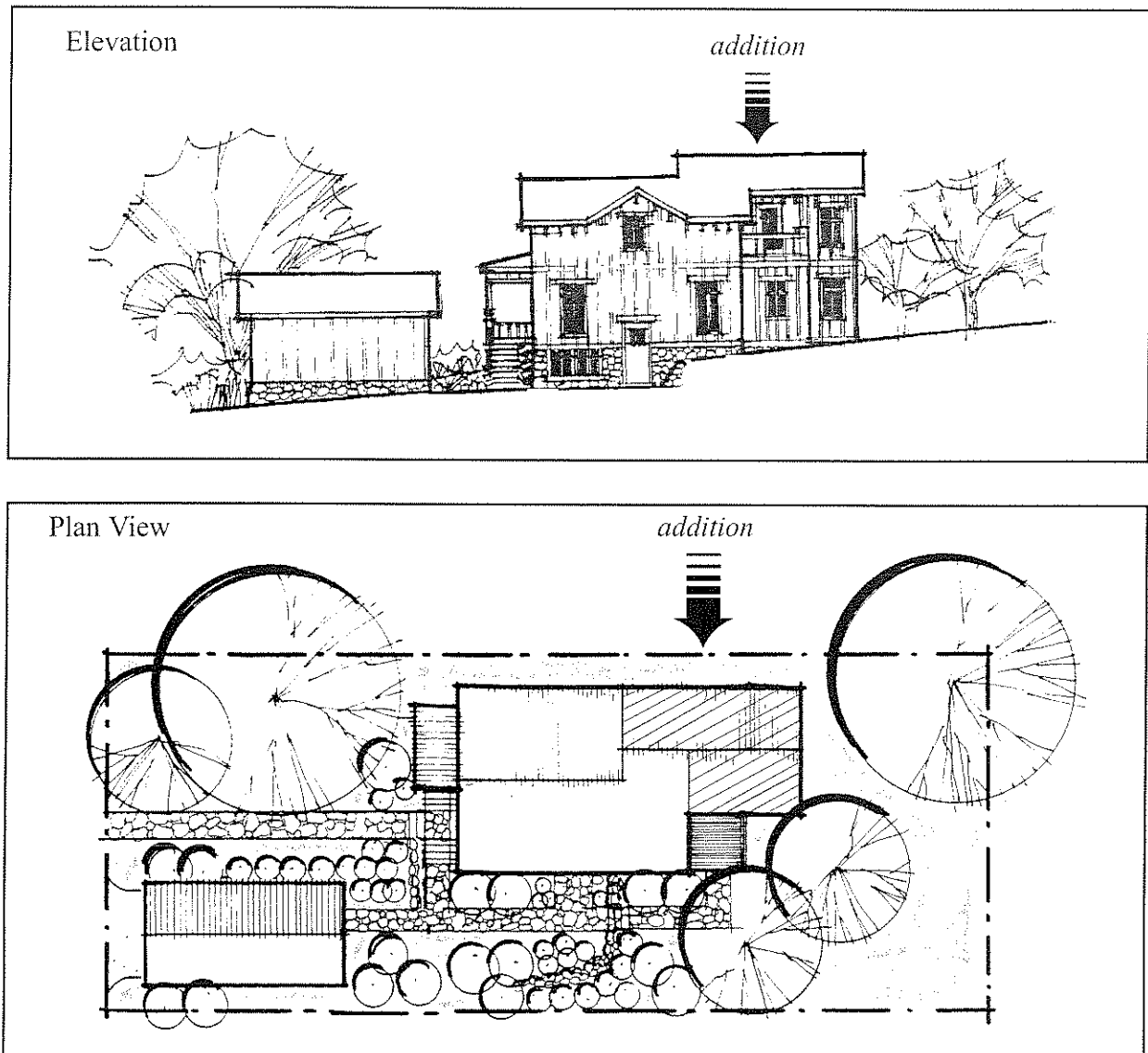
The use of smaller building elements, rather than large, continuous forms, can reduce the perception of bulky mass and maintain visual balance and proportion. For example, divide the mass into smaller components. These may be linked by a “connector.” Or, break up the wall planes to reduce perceived mass.

Guideline #26:

Design the proportions of a building to reflect the natural contours of the site.

When building on a sloped lot, the use of terraced levels in the design can effectively adapt a structure to the site’s natural slope and contour. Dwellings on slopes should also emphasize horizontal elements and lines. (See also pages 13, 15.)

NOTE: Allowable building size (floor area) and lot coverage may be reduced by constraints of a steep slope, the need for drainage areas, preservation of significant trees or sensitive habitat, or other environmental factors.



Addition is set back from the original house to preserve trees and provide room for landscaping.

Guideline #27:

A building should be in scale with its site.

Take care to provide enough open space around a structure to complement its design, allow for sunlight and air, provide privacy, and preserve the character of the neighborhood.

Guideline #28:

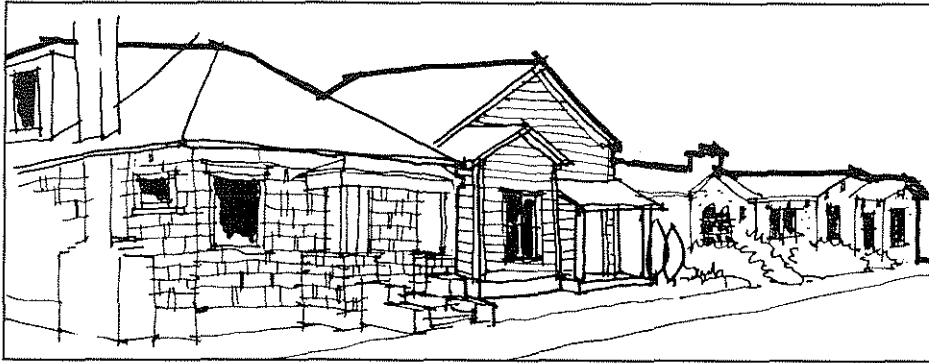
An addition should complement and balance the overall form, mass, and composition of the existing building.

By using less than the allowed maximum lot coverage and incorporating a variable footprint within the required setbacks, a more interesting structure can result with more room for landscaping.

Height and Roof Lines

The perceived scale of a building is greatly influenced by the form and dimensions of its roof.

The visual impacts of large roofs should be minimized.



Preferred: Design new roofs to appear similar in scale to those seen traditionally in the neighborhood.

Avoid: Large unbroken roof surfaces that run parallel to the street appear inappropriately massive.



Guideline #29:

Design new roofs to appear similar in scale to those seen traditionally in the neighborhood.

The visual impact of tall roof lines can be minimized and softened by setting back higher portions of the structure and by using partial second stories.

When the heights of roof elements are varied, a more interesting architectural design can be achieved.

Dormers can be used within roof areas to minimize height and bulk.

Guideline #30:

Avoid designs that incorporate large unbroken roof surfaces that run parallel to the street.

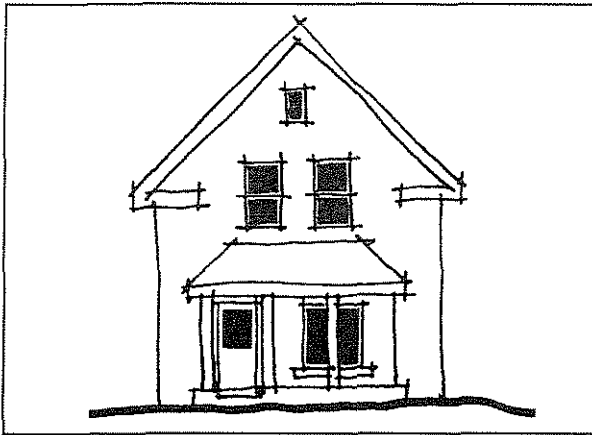
Guideline #31:

Additions should be designed so that the pitch of the new roof matches or complements the pitch of the existing roof lines.

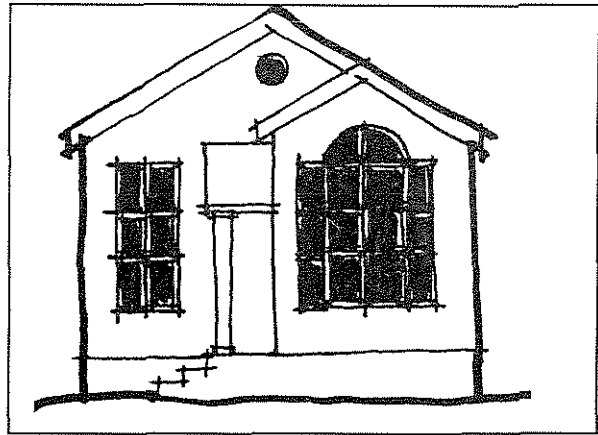
Proportional Relationships

The size and proportion of typical building elements can influence the perceived scale of a structure. Building elements include windows, doors, porches, and a variety of architectural details. Although styles may vary within a neighborhood, the proportions of these elements are usually similar.

Building elements should appear to be in proportion with those seen traditionally in the neighborhood.



Preferred: Many traditional buildings have vertical openings that are in proportion to the solid wall surface. This relationship should be respected.



Avoid: The ratio of window to wall is out of proportion.

Guideline #32:

A building should have an overall proportional orientation that is similar to other structures in the setting.

Observe the area in which you are planning to build. In most neighborhoods, either a strong vertical or a strong horizontal orientation predominates. This is expressed in the relationship of building width to height, and door and window width to height. An effort should be made to remain consistent with the predominant orientation of the immediate area.

Guideline #33:

Door and window proportions should relate to the scale and style of the building itself.

For instance, tall, narrow door and window openings are consistent with some traditional styles of architecture, while wide plate glass windows and wider doors are more compatible with many modern styles.

The sizes and shapes of windows should relate to the overall height and width of the façade and the structure.

Location of windows should be planned to maintain an aesthetic rhythm between voids (openings) and solid wall spaces similar to others in the context.

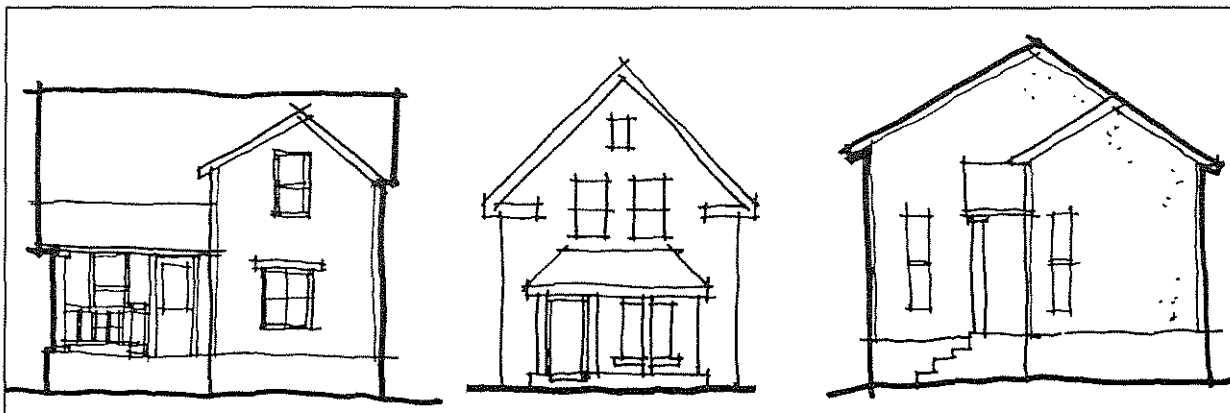
Guideline #34:

The scale of other architectural details (porches, roof overhangs, bays, chimneys, etc.) should be appropriate to the size and proportion of the building.

Façades

While the details of building styles vary, traditional houses have elements that create an interesting streetscape and enhance the pedestrian-friendly character of the city.

A building front should provide visual interest and a sense of human scale.



Preferred: Design a façade to appear similar in scale and character to neighboring houses.

Established Context

Avoid: Large areas of blank wall that face the street appear more bulky and fail to provide a sense of human scale.

Guideline #35:

Design a façade to appear similar in scale and character to those in its context.

Buildings with large areas of blank walls, disproportionate gables, limited detailing, and minimum setbacks create a sense of bulk and mass and should be avoided. Features such as bay windows, dormers, chimneys, and lattices can add detail and break up a blank façade.

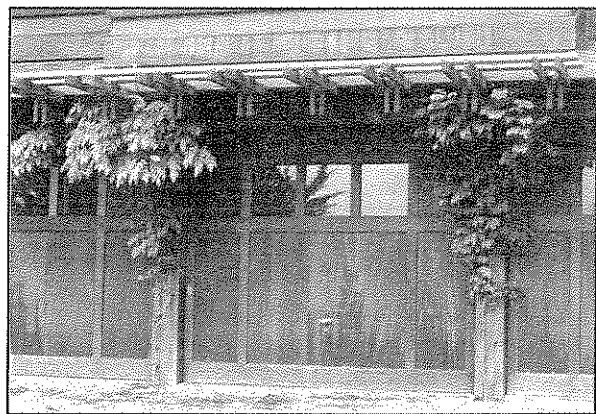
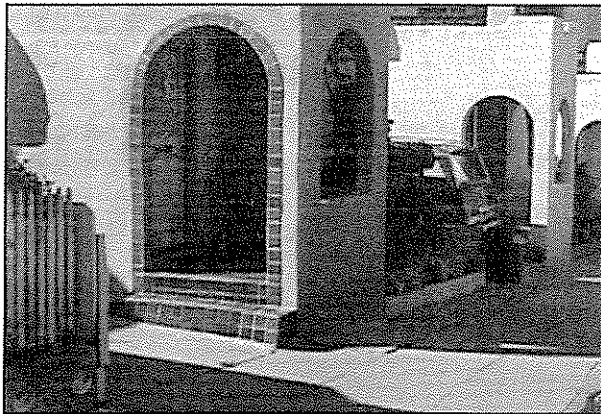
Established or newly planted trees and landscaping can be used to enhance and soften a massive or stark façade.

The apparent mass of a second story can be reduced by setting it back from the front of the house and by varying the roof line and exterior finishes.

Architectural Details

Using architectural details to add visual interest and convey a human scale is a part of the tradition in Pacific Grove. Details include ornamental shingles, brackets, and turned porch columns on older buildings. Bay windows, balconies, and decorative door designs also appear on many styles.

The appropriate use of architectural details is encouraged.



Guideline #36:

Design a façade to provide visual interest to the street.

Creative use of details is encouraged in new construction.

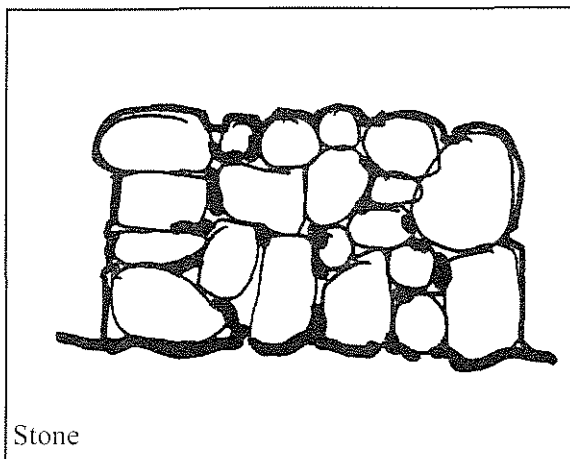
Avoid large, blank façades. New structures or additions can feature projections such as bay windows, porches, or balconies to break up an otherwise flat or uninteresting façade.

Use of varying materials or a combination of vertical and horizontal elements can soften an elevation that might otherwise appear massive.

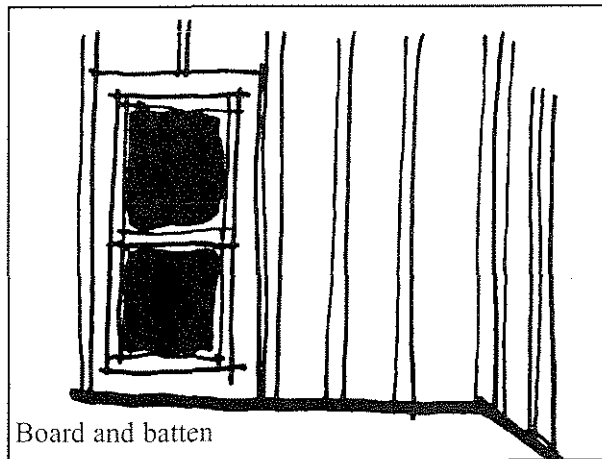
SECTION 4: MATERIALS, TEXTURE, AND COLOR

The exterior presentation of a structure or addition, in color, texture, and use of materials, greatly determines whether it will be in harmony with its surroundings or stand out like the proverbial “sore thumb.”

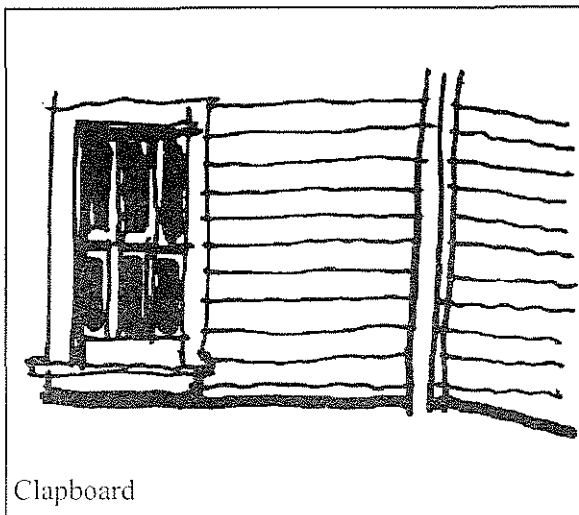
Building materials and colors should complement the natural setting and the established neighborhood.



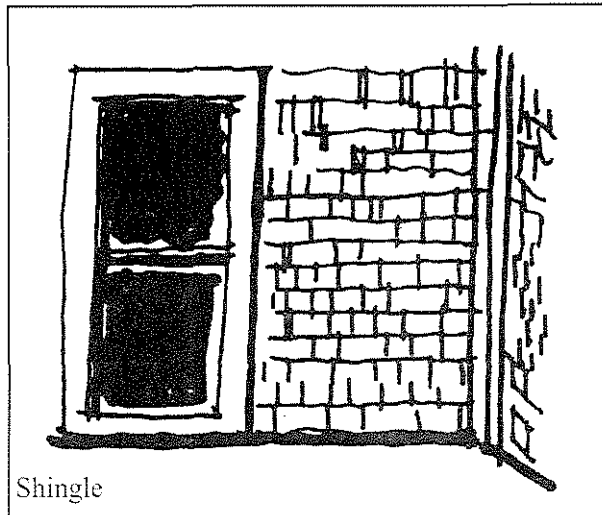
Stone



Board and batten



Clapboard



Shingle

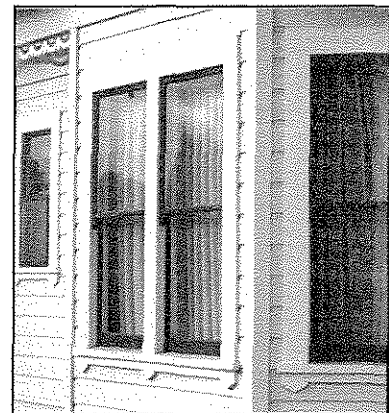
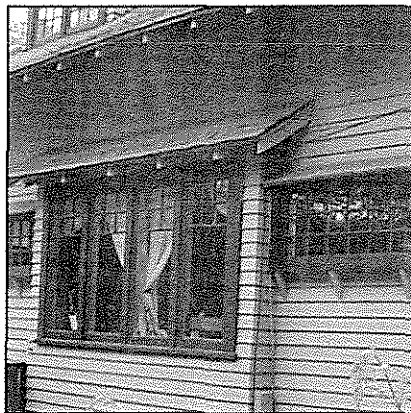
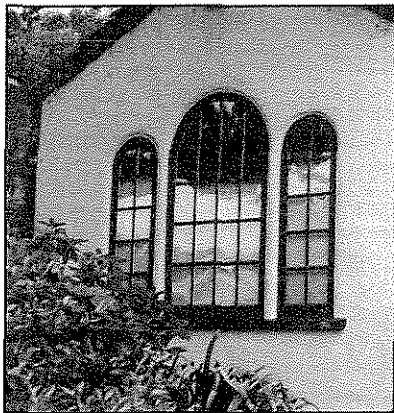
Guideline #37:

In developing a design concept, consider the materials used in other buildings in the neighborhood.

Also consider how building colors can complement the existing neighborhood palette.

Maintaining the prevailing texture of building materials in a given area can provide a unifying link between old and new structures in a neighborhood. Traditional materials include stucco and stone and a variety of siding, such as board and batten, shiplap, and shingle.

Construction materials should be used that will reinforce the sense of unity in a block and blend with the natural setting.



Guideline #38:

Exterior materials should be compatible with those that predominate in the area.

Restraint should be used in the number of different building materials selected. While the use of at least one strong accent material can provide visual interest, the use of too many materials can make a design appear cluttered.

Predominant textures can be smooth (stucco, paint) or rough (shingles, cut stone), or a combination of the two. The use of natural materials, rather than simulated wood or masonry, is preferred.

The repetition of material textures can tie a new structure to its surroundings by incorporating the elements of the natural area (wood, stone, etc.) into the structure's exterior.

To create visual interest, consider using cobblestones or interlocking pavers as alternatives to concrete slab and asphalt driveways.

In remodels and additions, new materials should complement those of the existing structure. All interrelated structures should maintain consistency in architectural character, materials, and finishes.

Guideline #39:

On additions and remodels, wood windows should be replaced with like materials.

Whenever possible, maintain the existing window frame and trim when replacing windows. For example, if the original sash is wood, the replacement should also be wood.

For additions, building trim, color, and proportion of windows should match those of the existing structure.

Guideline #40:

Although the selection of exterior color is a personal decision, the colors should complement the structure and the streetscape.

With the neighborhood in mind, consider compatible variations in color. For historic structures, you may want to investigate original colors or consider using a historic color palette.

Subdued pastels and earth tones blend well with nature, as well as with a variety of architectural styles. Natural materials such as wood, brick, and tile can weather in time to provide subtle color tones.

APPENDICES

APPENDIX I: WORKING WITH BUILDINGS ON THE HISTORIC RESOURCES INVENTORY

Pacific Grove's historic buildings are valued both as historical and architectural resources and as functional structures that provide for the community's housing and other needs. The City's historic preservation ordinance (Chapter 23.76 of the Municipal Code) establishes a framework for the City and property owners to work together to preserve, maintain, and improve historic buildings.

Historic preservation in Pacific Grove is not limited to a few especially noteworthy buildings or to a single historic district, and not every structure on the city's historic resources inventory has historic or architectural significance. Rather, these buildings – taken as a whole – embody important elements of Pacific Grove's heritage. Therefore, when considering an application, the Architectural Review Board looks not only at the changes to the structure, but the effect those changes will have on the city's historic resource as a whole.

Most of the city's historic resources are currently occupied single-family residences; others are stores, restaurants, and inns. The City's intention is to work with the owners of these properties and assist them with projects that meet their needs while preserving and

enhancing a valuable community resource. City goals and policies support the idea that preservation of the vitality of historic buildings includes permitting reasonable, considered changes that maintain the community's character.

The historic resources inventory is a list of approximately 1,200 buildings in Pacific Grove that were constructed before 1927. It is a diverse list, encompassing many small, modest houses built in the primitive "Vernacular" style, as well as more imposing Victorian structures. In fact, several of the community's Victorian structures are listed on the National Register of Historic Places.

In addition, properties within the community's structural inventory may change over time; those changes that have acquired historic significance in their own right will be considered for future addition to the historic resources inventory.

All buildings listed on the inventory are covered by the ordinance; correspondingly, the ordinance is intended to have enough flexibility that it can be fairly applied to a wide variety of projects and diversity of properties.

Architectural Review Guidelines for Historic Buildings

The City recognizes the value of the adaptive reuse of historic buildings and encourages projects that further the City's historic preservation goals as stated in the General Plan. These guidelines, in addition to those outlined in the general guidelines, identify the factors considered by the Architectural Review Board when it reviews proposed alterations or additions to buildings on the historic resources inventory.

1. *Neighborhood Context:* Pacific Grove's late 19th and early 20th century development helps to define our community. Any additions to historic buildings must take into account the effect of the proposed addition on the existing neighborhood, including but not limited to setbacks, mass, architectural style, and design. Neighborhood change should be slow and evolutionary.

2. Effects of additions on historic scale and character: Additions to historic buildings should be designed to preserve, as much as possible, the scale and overall character of the original structure. Some of the ways this can be accomplished include:

- ♦ placing the new addition on an inconspicuous side or rear elevation so that the new work does not result in a radical change to the form and character of the historic building;
- ♦ setting an infill addition or connector back from the historic building wall plane so that the form of the historic building – or buildings – can be distinguished from the new work;
- ♦ setting an additional story well back from the roof edge to ensure that the historic building's proportions and profile are not radically changed.

3. Preservation of character-defining features: Each of the properties on the historic resources inventory is recognized as a physical record of its time, place, and use.

In the spirit of preserving these historic records, the City encourages the preservation of distinctive features, finishes, and construction techniques or examples of craftsmanship that serve to characterize and define properties of historic significance. Likewise, the City discourages the addition of inappropriate features or architectural elements from other buildings.

New additions and alterations should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged, or destroyed. Features that may be important in defining the overall historic character of the building include:

- ♦ *Siding:* Clapboard, weatherboard, shingles, and other siding and decorative elements – both functional and decorative.
- ♦ *Windows:* Functional and decorative features of windows that define the overall historic character of a building (e.g., a highly decorative window with an unusual shape, glazing pattern, or color).
- ♦ *Entrances and porches:* Entrances and porches, particularly when they occur on primary elevations.
- ♦ *Roofs:* Such roof features as dormers, cupolas, and chimneys, as well as the size, color, and patterning of the roofing material.
- ♦ *Architectural features:* Trim details, treatment of gables, overhangs.

4. Compatibility of new work with old:

Additions and remodels should be compatible with the original historic building in forms, scale, and materials and not compromise the architectural integrity of the original. There are a variety of ways to achieve this end. This may be done by appropriately reproducing historic features, but can also be accomplished by differentiating the new work.

5. Replacements: When important character-defining features, such as windows, need to be replaced, the replacements should be of similar design and material. If using the same kind of material is not technically feasible, then a compatible substitute material may be considered.

6. De facto demolitions: Certain alterations that are so extensive that they are tantamount to demolition of the original structure may be treated as demolitions rather than remodels. Please consult with the City's Community Development Department for guidance on this determination.

APPENDIX II: SUGGESTIONS FOR STREETSCAPE FENCES AND WALLS

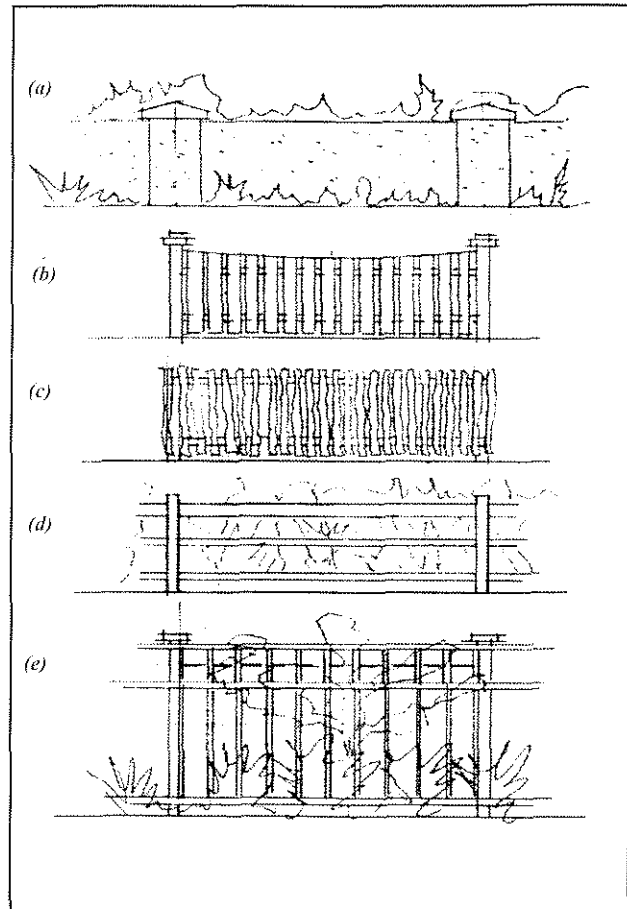
Wall and fence materials, colors, and finishes that complement those of the building enhance the appearance of the structure.

The visual prominence of fences and walls should be minimized by using colors and materials that blend with the natural environment.

Follow the natural grade of the site when placing fences and walls.

Fences that provide relief and texture are encouraged.

- ♦ Tall stuccoed walls with masonry columns are suitable for estate-size lots. (Figure a)
- ♦ Painted and redwood/cedar fencing provide a good continuation of neighborhood patterns. (Figures b and c)
- ♦ Open rail fencing reduces visual and structural bulk. (Figure d)
- ♦ Fences that incorporate trellises for background planting reduce visual impact. (Figure e)



City Fence Regulations

Fences, Hedges, or Other Visual Obstructions

Front Yards: No fence, hedge, screen planting, or any other type of visual obstruction exceeding four feet in height is allowed from the front property line to the front line of the dwelling.

Side Yards: No fence, hedge, screen planting, or any other type of visual obstruction exceeding six feet in height is allowed along side property lines from the front line of the dwelling to the rear property line.

Corner Lots: For traffic safety purposes, there is

a three-foot height limit for fences, hedges, screening, or other types of visual obstructions on corner lots.

Exceptions to the City's fence height restrictions may be permitted if a use permit is first obtained.

Please contact the City's Community Development Department staff for further information or refer to section 23.64.130 of the Municipal Code for specific fence regulations.

APPENDIX III: GLOSSARY

- Accessory structure:** A structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building, such as a detached garage, workshop, or garden shed
- Bay window:** A window projecting outward from the main wall of a building
- Board and batten:** Vertical siding composed of wide boards that do not overlap and narrow strips, or battens, nailed over the intersections between the boards
- Compatible:** Capable of existing together without conflict or detrimental effects
- Complement:** To complete or enhance
- Cupola:** A dome-shaped structure on a circular or other base, often set on the ridge of a roof
- Deck:** An open, unroofed porch or platform extending from a house or other building
- Design elements:** The individual visual components within an architectural composition
- Dormer:** A structure that projects outward from a sloping roof, usually housing a vertical window or ventilating louver
- Façade:** The front or “face” of a building
- Gable:** The triangular part of an exterior wall enclosing the end of a pitched roof
- Hip:** A roof having a slope on all four sides or having four faces that slope toward the center but do not meet in a point, as the pyramidal roof does
- Interlocking pavers:** Preformed paving blocks that have a groove along one edge and a flange along the other edge; the grooved edge of one block is designed to fit into the flanged edge of the adjoining block
- Lattice:** A structure of crossed strips arranged to form a regular pattern of open spaces
- Natural grade:** The elevation of the ground surface in its natural state, before man-made alterations
- Natural site limitations:** The natural features of a site that define structural and landscaping design options or constraints
- Palette of standard historic colors:** A selection of colors that has been researched and identified as those used during a specific period in history, in relation to a particular architectural style, and within a designated historic area
- Permeable materials:** Materials that allow liquid or gas to pass through
- Pitch:** The slope of a roof commonly expressed in inches of vertical rise per foot of horizontal run
- Porch:** An exterior appendage to a building, forming a covered approach or vestibule to a doorway
- Retaining wall:** A wall of treated timber, masonry, or concrete for holding in place a mass of earth
- Rhythm:** Movement of design elements characterized by a patterned repetition or alternation of formal elements or motifs in the same or a modified form
- Roof elements:** The design components of the external upper covering of a building, including the frame for supporting the roofing
- Sash:** The fixed or movable framework of a window or door into which panes of glass are set
- Shiplap:** A horizontal siding, usually wood, with a beveled edge to provide a flush joint
- Significant public view corridor:** Public right-of-ways that provide visual access to significant environmental assets or elements within a community
- Site:** The geographic location of a construction project, usually defined by legal boundaries
- Site plan:** A plan showing the form, location, and orientation of a building or group of buildings on a site, usually including the dimensions, contours, paving, landscaping, and other significant features of the site (also called a plot plan)
- Street view:** The visual perspective of a building or collection of structures from the vantage of the adjacent roadway
- Synthetic materials:** Man-made materials, some of which are designed to simulate natural materials
- Tree canopy:** The natural rooflike shelter created by the overlapping foliage within a forested area
- Trim:** The finished woodwork or the like used to decorate, border, or protect the edges of openings or surfaces
- Unifying link:** Design elements that bridge and consolidate a variety of differing architectural components
- Variable footprint:** An outline of a structure that deviates from a square or rectangular shape

Appendix IV: Window Guidelines

These Window Guidelines are intended to provide further clarification to Guideline #'s 37, 38, and 39. In addition, they are intended to provide similar clarification for all buildings within the City. If you have any questions regarding these guidelines, or how they apply to your proposed project, please speak with a planner. Refer to *Appendix III: Glossary* for definitions.

A. Non-Historic Buildings

1. As a general rule, consistency of window style and materials within a single structure is strongly encouraged.
2. The following are always allowed:
 - a. Wood, aluminum-clad wood, vinyl-clad wood, and fiberglass windows.
 - b. An upgrade from poor quality silver aluminum windows.
3. The following may be allowed:
 - a. If found to be visually insignificant, vinyl or aluminum/metal frame windows, as determined through a Counter Review and Determination.
 - b. If found to be visually significant, vinyl or aluminum/metal frame windows, if consistent with Guidelines #37 and #38, as determined through a Staff Approval.
4. The following are not allowed:
 - a. Sandwiched muntins or interior snap-in grids, unless accompanied by exterior fixed grids.
 - b. Vinyl within the Pacific Grove Retreat, as shown in the shaded area in Figure 1, unless the window falls under Item 2.b above.

Figure 1 – Pacific Grove Retreat Tract



B. Historic Buildings

1. Original windows that can be restored shall be repaired and retained per the National Park Service's Secretary of the Interior's Standards for Historic Buildings. (<http://www.nps.gov/history/hps/tps/standguide/>)
2. Original windows that are determined to be "too deteriorated to restore" by the City's Chief Building Official may be replaced with in-kind windows.
3. Non-original windows on historic structures may be replaced with new windows:
 - a. That match other original windows existing on the structure; or
 - b. That match the original appearance of the structure, as evidenced by photographs or other means; or
 - c. If no original windows exist and no evidence of original appearance is available, non-original windows may be replaced with new windows that complement the style of the historic structure, as determined by the City's on-call historic consultant.
4. Windows in new additions to historic structures shall be solid wood, fiberglass or aluminum-clad wood, and shall complement the style and appearance of the existing historic windows. Vinyl and vinyl-clad windows are not acceptable. Aluminum/metal

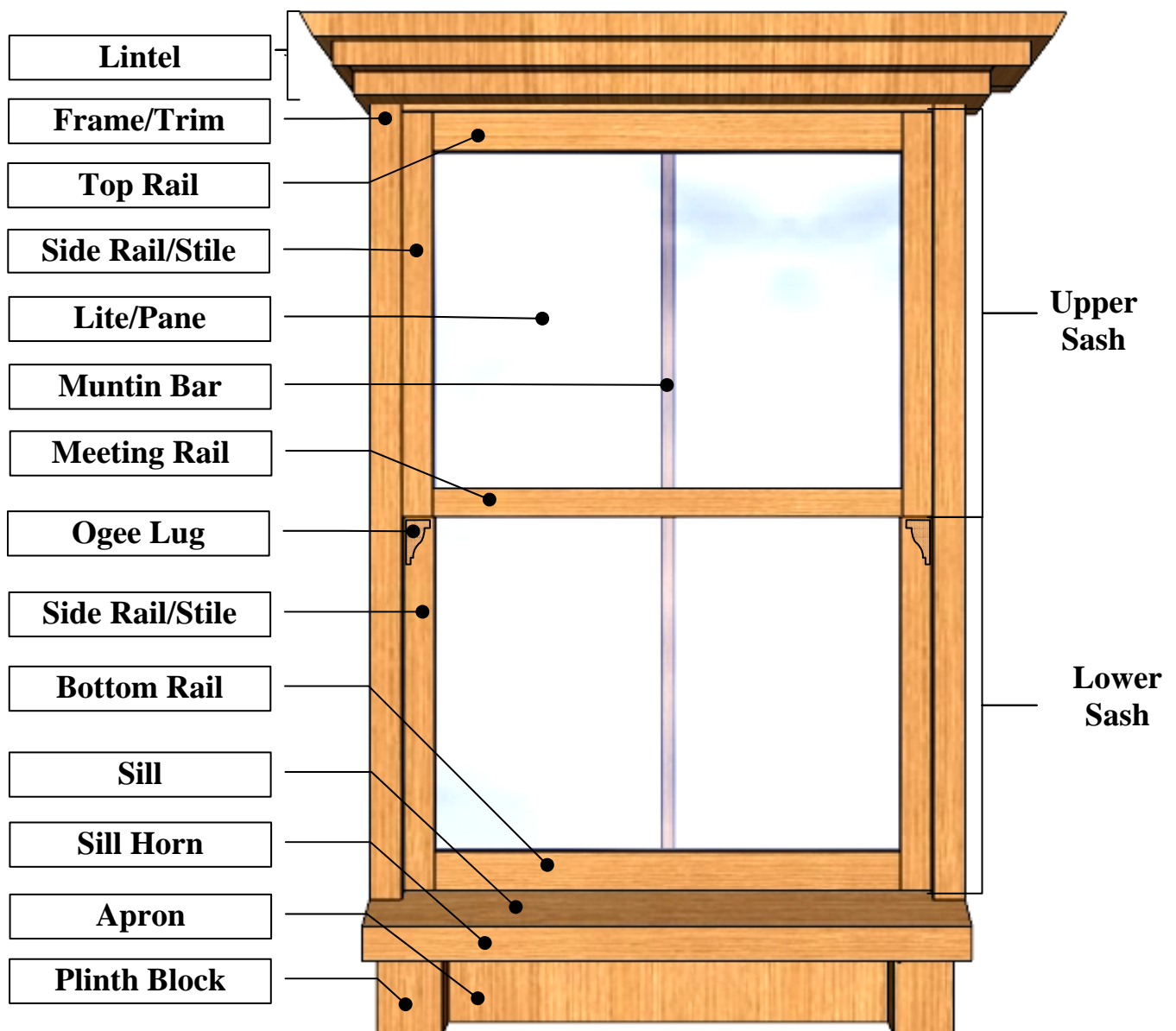
frame windows are not acceptable unless the existing windows in the historic structure are of a similar material.

5. Sandwiched muntins or interior snap-in grids are not allowed, unless accompanied by exterior fixed grids.

C. Undetermined Historic Status Buildings

1. If the proposed window replacements are found to be visually insignificant through a Counter Review and Determination, replacements may follow the guidelines for Non-Historic Buildings listed above.
2. If the proposed window replacements are found to be visually significant through a Counter Review and Determination, the guidelines for Historic Buildings listed above shall apply, or the building shall be evaluated for historic significance via an Initial Historic Screening and/or Historic Determination.

Figure 2 – Anatomy of a Window



ADDITIONS TO APPENDIX III: GLOSSARY

Building, Historic: A building that has been placed on the City of Pacific Grove's Historic Resources Inventory pursuant to the Historic Preservation Ordinance evaluation criteria (PGMC §23.76.025) and state and federal eligibility criteria.

Building, Non-Historic: A building that is less than 50 years old, except those that have been determined to be historic, and buildings that are 50 years of age or older and have been determined to be non-historic.

Building, Undetermined Historic Status: Buildings that are 50 years of age or older that are not on the City's Historic Resources Inventory and have not gone through a Historic Determination or Initial Historic Screening process to determine historic status.

Divided Lite: The lites/panes in a window sash are divided horizontally and vertically by narrow strips of wood or metal called muntins.

Double Pane/Dual Glaze: Double pane/dual glazing means two panes of window glass sandwiched together to create a middle buffer. This buffer can either be "dead air" or it can be a special gas such as argon. The double panes of glass, plus the buffer zone, provide a better barrier against outside temperatures than single pane windows. Double glazing can be found with both new construction and with replacement windows.

In-Kind: Materials of like size, shape, location, and design as the originals, except window replacements may include double pane windows, also known as dual glaze windows.

Match: Materials that match the historic appearance of a structure.

Muntin: A strip separating panes of glass.

Muntin, Sandwiched: A strip, in between two panes of glass, attempting to create the look of a divided lite window.

Restore: Renewal, reconstruction or renovation of any portion of an existing property, site or building for the purpose of its continued use. The Chief Building Official's determination as to whether a historic window is "too deteriorated to restore" shall be guided by the National Park Service's Preservation Brief Number 9. (<http://www.nps.gov/history/hps/tps/briefs/brief09.htm>)

Window, Aluminum Frame: A window with an aluminum exterior and interior frame.

Window, Aluminum Wood Clad Frame: A window with an aluminum exterior frame and an interior wood frame.

Window, Fiberglass Frame: A window with a fiberglass exterior and interior frame.

Window, Vinyl Frame: A window with a vinyl exterior and interior frame.

Window, Vinyl Clad Wood Frame: A window with a vinyl exterior frame and an interior wood frame.

Window, Wood Frame: A window with a wood exterior and interior frame.