



## ARCHITECTURAL REVIEW COMMITTEE MEETING AGENDA SUMMARY

Monday, September 18, 2023, 2:30 p.m.

In person at:  
Arroyo Grande City Hall  
Conference Room  
300 E. Branch Street, Arroyo Grande, CA 93420

AND via Zoom at:  
***Please click the link below to join the Zoom Meeting:***  
<https://us02web.zoom.us/j/84675475013>  
Webinar ID: 846 7547 5013  
By Phone: +1 699-900-6833

*This Architectural Review Committee meeting will be conducted by hybrid in-person/virtual format. Members of the public may participate and provide public comment on agenda items during the meeting in person at the location identified above, by joining the Zoom meeting, or by submitting written public comments to Andrew Perez, Associate Planner, at [aperez@arroyogrande.org](mailto:aperez@arroyogrande.org).*

---

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **FLAG SALUTE**

Committee Member Horstman

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 on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Architectural Review Committee. Members of the public may provide public comment remotely by joining the Zoom meeting utilizing one of the methods provided below. Please use the "raise hand" feature to indicate your desire to provide public comment.

Please adhere to the following procedures when addressing the Committee:

- Comments should be limited to 3 minutes or less.
- Your comments should be directed to the Committee as a whole and not directed to an individual Committee member.
- Slanderous, profane or personal remarks against any Committee member or member of the audience shall not be permitted.

**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 Approval of Minutes  
(PEREZ)**

**Recommended Action:**

Approve the Minutes of the September 11, 2023 Special Meeting

**8. PROJECTS**

**8.a Consideration of Architectural Details Associated with Plot Plan Review 23-014; Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street; Applicant – Casey O'Connor, Villa Cantina  
(HOLUB)**

**Recommended Action:**

Make a recommendation to the Community Development Director regarding the proposed architectural details for PPR23-014.

**8.b Consideration of Architectural Details Associated with Plot Plan Review 23-029; Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street; Applicant – David Hubbel, Hubbalicious Sweet Shoppe  
(HOLUB)**

**Recommended Action:**

Make a recommendation to the Community Development Director regarding the proposed architectural details for PPR23-029.

**9. DISCUSSION ITEMS**

None.

**10. COMMITTEE COMMUNICATIONS**

Correspondence/Comments as presented by the Architectural Review Committee.

**11. STAFF COMMUNICATIONS**

Correspondence/Comments as presented by the 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 City Clerk's office, 300 E. 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 805-473-5400 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 Agenda reports can be accessed and downloaded from the City's website at [www.arroyogrande.org](http://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 the “Notify Me” feature.

**ACTION MINUTES**  
**SPECIAL MEETING OF THE ARCHITECTURAL REVIEW COMMITTEE**

**September 11, 2023, 2:30 p.m.**  
**Hybrid City Hall Conference Room/Virtual Zoom Meeting**  
**300 East Branch Street, Arroyo Grande**

Committee Members Present:      Lori Mainini Hall, Kristin Juetten, C.J.  
Horstman, Glenn Martin, Janet Huston

Staff Present:                      Planning Manager Andrew Perez, Associate  
Planner Patrick Holub, Shayna Gropen

**Given the recent increase in COVID-19 cases in San Luis Obispo County, and in compliance with Assembly Bill (AB) 361, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, this meeting was held by teleconference.**

---

**1. CALL TO ORDER**

Chair Martin called the meeting to order at 2:30pm.

**2. ROLL CALL**

Chair Martin performed the roll call. All Committee Members were present.

**3. FLAG SALUTE**

Committee Member Hall led the flag salute.

**4. AGENDA REVIEW**

None.

**5. COMMUNITY COMMENTS AND SUGGESTIONS**

Chair Martin opened the public comment period. No public comment was received.

**6. WRITTEN COMMUNICATIONS**

None.

**7. CONSENT AGENDA**

**7.a Approval of Minutes**

(PEREZ)



Moved By Janet Huston  
Seconded By Lori Mainini Hall

Approve the Minutes of the August 21, 2023 Regular Meeting with the addition of Committee comments encouraging parklet operators to add flower boxes, or similar objects that would prevent customers from sitting on, or reaching over parklet barriers into traffic.

AYES (5): Lori Mainini Hall, Kristin Juetter, C.J. Horstman, Glenn Martin, and Janet Huston

Passed (5 to 0)

## 8. PROJECTS

### 8.a **Consideration of Planned Sign Program 23-001; Location 727 El Camino Real; Applicant – Auzco Development; Representative – George Garcia**

(PEREZ)

Planning Manager Perez presented the staff report describing the project location, previous reviews of the project, and a summary of the signage proposed. He also explained the Municipal Code regulations for signage and answered questions about the existing signage on site.

George Garcia, project architect, explained the applicants preference for quality signage over quantity and the purpose of the 50 foot tall ground sign. He also answered questions from the Committee about illumination and whether he heard concerns from the public about the proposal. He also explained the branding change of the car wash.

Chair Martin opened public comment.

Teri Tardiff asked questions about the change of branding, location of the 50 foot ground sign, and number of signs.

Chair Martin closed public comment.

The Committee commented that the placement of the signs on the site are appropriate and appreciated the number of signs in reducing sign clutter in the development. The Committee also found the ground sign for the hotel to be an effective sign because it is subtle yet still provides good wayfinding and will not be disruptive to the adjacent neighborhood as long as the applicant is mindful of the level of illumination.

Moved By Janet Huston  
Seconded By Kristin Juetter

The Committee recommends that the Planning Commission approve Planned Sign Permit 23-001 as submitted.

AYES (5): Lori Mainini Hall, Kristin Juetter, C.J. Horstman, Glenn Martin, and Janet Huston

Passed (5 to 0)

**8.b Consideration of Administrative Sign Permit 23-015; New Signage for a New Business; Location – 110 East Branch Street; Applicant – Kristen and David Hubbell**

(GROPEN)

Committee Member Horstman recused himself from this item at 3:10 pm, citing a conflict of interest.

Assistant Planner Gropen presented the staff report describing the sign proposal, including the number, size, placement, and colors of each of the signs. She also described the applicable Village Design Guidelines and asked the Committee to address certain aspects of the proposal for compliance with the Guidelines. She also answered questions from the Committee about the building color and the applicant's plans to paint the exterior.

Applicants David and Kristen Hubbell spoke in support of the application and explained that the proposed colors are similar to those to be used in the interior decor of the business. They explained that the wall sign is proposed on the transom instead of the recessed bay on the facade because the street tree in front of the building obscures the visibility of a traditional wall sign.

Justin Crockett, sign contractor, clarified that the sign proposed for the transom is a vinyl decal and not a solid sign mounted to the window.

Chair Martin opened public comment. No public comment was received.

The Committee determined that the colors are appropriate and in compliance with the Design Guidelines. The Committee was supportive of the sign on the transom window because the street tree would make a traditional wall sign ineffective due to lack of visibility. The Committee recommended that the font used for the banner signs should be changed to a more historic font to be compatible with the character of the Village.

Moved By Glenn Martin

Seconded By Janet Huston

The Committee recommends that the Community Development Director approve the project, with the recommendation that the font used for on the banner signage is changed to a historic font that is compatible with the Village character.

AYES (3): Lori Mainini Hall, Glenn Martin, and Janet Huston

NOES (1): Kristin Juette

ABSTAINED (1): C.J. Horstman

Passed (3 to 1)

**9. DISCUSSION ITEMS**

None.

Committee Member Horstman returned to the meeting at 3:38 pm.

**10. COMMITTEE COMMUNICATIONS**

Committee Member Horstman asked staff to consider revising the Village Design Guidelines to more objective standards, and engage with the historical society to come up with a preferred fonts list that are appropriate for the Village.

#### **11. STAFF COMMUNICATIONS**

Planning Manager Perez encouraged the Committee to get involved in the General Plan Update project, shared the project website and announced the first public workshop scheduled for October 5, 2023 at 6 pm in the Council Chambers.

He also thanked the Committee for being available for the special meeting and confirmed that there will be agenda items for the next two regular meetings.

#### **12. ADJOURNMENT**

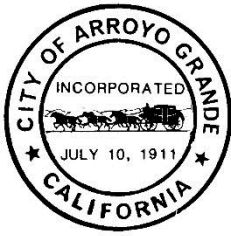
The Meeting adjourned at 3:54 pm.

---

Glenn Martin, Chair

---

Andrew Perez, Planning Manager



## MEMORANDUM

**TO:** Architectural Review Committee

**FROM:** Andrew Perez, Planning Manager

**BY:** Patrick Holub, Associate Planner

**SUBJECT:** Consideration of Architectural Details Associated with Plot Plan Review 23-014; Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street; Applicant – Casey O'Connor, Villa Cantina

**DATE:** September 18, 2023

---

### **SUMMARY OF ACTION:**

Review the proposed architectural details associated with the application for a permanent parklet and make a recommendation to the Community Development Director.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

Costs to support a permanent parklet program include in-house and/or contractual services for manual street sweeping, barrier adjustments, inspection and maintenance, and general program administration. Parklet applicants will fully cover the costs of the permanent parklets through permitting fees, rental costs associated with the loss of City property, and rental fees for physical barriers.

### **RECOMMENDATION:**

Make a recommendation to the Community Development Director regarding the proposed architectural details for PPR23-014.

### **BACKGROUND:**

The COVID-19 pandemic that began in 2020 created a public health crisis and unprecedented economic impacts throughout the country, State, and at the local level. In the City of Arroyo Grande (City), local businesses have been economically impacted by this public health emergency, especially restaurants, hotels, and retail establishments. This created both a significant challenge for the City - with an urgent need to support both public health and economic recovery of local businesses - as well as a unique opportunity to re-imagine how the City's public right-of-way can be utilized to improve long-term community vibrancy and economic vitality. In response to the initial COVID-19 reopening process, the City adopted Resolution 5007 on June 23, 2020,

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-014; Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street; Applicant – Casey O'Connor, Villa Cantina

**September 18, 2023**

**Page 2**

authorizing the Community Development Director to waive application fees for encroachment permits and Minor Use Permits/Temporary Use Permits for restaurants that were seeking additional outdoor dining space (Attachment 1). Starting in July of 2020, the City facilitated the installation of five temporary parklets for eight individual restaurant businesses in the Village. At the time when Doc Bernstein's closed, the parklet they shared with Humdinger Brewing was reduced in size by one parking space. With this exception, each of the original temporary parklets remain in use today.

Existing parklets within the Village displace a total of fourteen (14) parking spaces, which include partial spaces that can only support smaller vehicles. There are a total of sixty-one (61) on-street parking spaces along East and West Branch Streets in the Village. The parking spaces lost to parklets currently account for approximately twenty-three percent (23%) of the on-street parking in the Village. Attachment 2 includes a map of the locations and photos of the existing parklets.

In late 2021 the City published a survey requesting feedback from the community regarding the existing parklets. More than 600 comments were received, with the vast majority of responses indicating support for parklets. Respondents also indicated that if an outdoor dining establishment included a parklet, they were more likely to visit such an establishment by a margin of 68% to 26%, with about 6% unsure.

On November 23, 2021, the City Council held a study session on the status of the temporary parklet program and discussed the potential for a permanent parklet program. Council expressed concerns with various aspects of parklets, including the number, their proximity to each other, the safety of users, the amount of staff time dedicated to a permanent program, their consistency with the historic downtown, design of the parklets, and costs. Council directed staff to return with the framework of a program that evaluated and provided recommendations on the following issues:

1. Associated costs for application, rent, encroachment, and in-lieu parking;
2. Safety considerations;
3. Suggested design standards;
4. A cap on the number of parklets;

On April 12, 2022, the City Council conducted an additional study session to consider a proposed permanent parklet program. During the study session, the City Council provided comments regarding each point and asked that the Architectural Review Committee (ARC) help develop the objective design standards for the parklets. On August 1, 2022, the ARC reviewed proposed objective design standards developed by staff and made a number of recommendations, which were incorporated into the proposed Ordinance.

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-014; Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street; Applicant – Casey O'Connor, Villa Cantina

**September 18, 2023**

**Page 3**

On September 6, 2022, a proposed Ordinance implementing the permanent parklet program was presented to the Planning Commission (PC), which provided further recommendations and forwarded it to the City Council for introduction and adoption. The recommendations from the Planning Commission included:

1. Exclude the five (5) space buffer required between parklets and remove the maximum of fifteen (15) parking spaces occupied by parklets.
2. Keep the two (2) space maximum for each individual parklet.

The City Council introduced [Ordinance 719](#) on September 27, 2022 (Attachment 3). The Ordinance was then adopted by the City Council on October 11, 2022, and became effective November 11, 2022. The provisions of Ordinance 719 have been incorporated into [Arroyo Grande Municipal Code \(AGMC\) Section 16.52.250](#).

On July 3, 2023, the Architectural Review Committee reviewed architectural details and configuration options associated with the safety barriers for the permanent parklets, choosing a configuration with no gaps and flush connections with square planters at each end.

On July 17, 2023, the Architectural Review Committee reviewed color options for the chosen barrier configuration, choosing “Sand Tan Light Sand Blast (LSB).”

## **ANALYSIS OF ISSUES:**

### Project Description

The applicant is proposing a two-space permanent parklet with street furniture consisting of seven (7) square tables and two (2) rectangular pergolas for shade. The proposed pergolas are constructed with wooden beams, black metal brackets for attachment and brown fabric for shade. The furniture for the proposed permanent parklet will be the same as is currently installed for the existing, temporary parklet and the appearance of the furniture is not proposed to change. The applicant is proposing to plant penstemon varieties in the planters at the ends of the parklet. The proposed parklet would be connected to the proposed one-space parklet for Hubbalicious Sweet Shoppe at 110 East Branch Street, which is scheduled for review by the ARC on this agenda.

The combined parklet is proposed to extend in front of Heritage Salon, however, due to the current configuration of Villa Cantina’s parklet and the requirement to reduce the overall length, no additional parking spaces will be encumbered by the two combined parklets as compared to Villa Cantina’s existing parklet. The property owner of the building that includes Hubbalicious Sweet Shoppe, Heritage Salon and the subject business has consented to the proposed placement of the parklets.

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-014;  
Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street;  
Applicant – Casey O'Connor, Villa Cantina

**September 18, 2023**

**Page 4**

An elevation showing a rendering of the safety barriers in front of the applicant's business is included as Attachment 5. Photos showing the colors and materials of the proposed parklet furniture is included as Attachment 6.

### Design Guidelines

*The Design Guidelines and Standards for the Historic Character Overlay District* ("the Guidelines") require that any new construction or exterior alterations to structures in the Historic Character Overlay District receive review by the Architectural Review Committee (ARC). Furthermore, Ordinance 719 requires that all parklets be consistent with the Guidelines. ARC is being asked to review the proposed permanent parklet proposals and make a recommendation to the Community Development Director regarding their consistency with the Guidelines and other requirements.

Each of the proposed parklets are within the City's Village Core Downtown (VCD) zoning district. According to the Guidelines, an objective of the VCD district is to maintain and enhance an active street frontage with commercial uses that attract pedestrians. Furthermore, the Guidelines state that visual continuity should be maintained through site design and compatibility of scale and materials.

In the VCD district, brick and stone masonry construction is common. Many of the buildings in this district retain many architectural features of "brick front" construction. Another common material is wood siding, especially clapboard or weatherboard. Although similar architectural styles are evident, and many elements are common, there is no one predominant architectural style, and elements are often combined in creative ways. The historic character, however, is maintained. Materials of similar design, color and texture may be considered.

An excerpt of the Village Design Guidelines is included as Attachment 7.

### Municipal Code

Performance standards adopted as part of Ordinance 719 have been incorporated into [AGMC16.52.250](#) and are intended to regulate use of the parklets in a way that maintains the character of the Village and clearly delineates the responsibilities of the parklet owner with regard to maintenance, ADA access, safety, circulation and inspection requirements.

For the ARC's consideration, the following performance standards relate to parklet furniture and other appurtenances owned and maintained by the business owner:

1. Parklets shall be consistent with the village design guidelines.
2. The primary materials shall be stone, brick, wood, decorative concrete or composite wood. Wood materials such as lattice and T1-11 plywood siding, are prohibited.

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-014;  
Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street;  
Applicant – Casey O'Connor, Villa Cantina

**September 18, 2023**

**Page 5**

3. Color schemes shall consist of one primary color and one secondary color unless natural wood is used.
4. Areas for the storage of trash, recycling, and green waste receptacles shall not be visible from the public right of way and all waste receptacles shall be emptied and maintained by the applicant in a neat and sanitary order. Parklets shall be kept clean and neat.

### Conditions of Approval

In addition to the performance standards contained within Ordinance 719, the City's Public Works Department has developed a list of conditions for parklet operators that will be inspected on a bi-monthly basis by the City's Engineering Inspector. Those conditions are the following:

1. The applicant shall remove debris and trash daily.
2. Nothing can extend into the street or sidewalk beyond the vertical plane created by the concrete parklet barrier.
3. All parklet components must be safe, in working order, and free from tears.
4. Pest abatement is the responsibility of the parklet renter.
5. The applicant shall keep plants in planters healthy, contained, and free of weeds.
6. The applicant shall regularly sweep the area surrounding the parklet that City street sweepers are unable to reach.
7. Domestic water shall not be used for cleaning except for public health and safety. Any water used must be disposed of properly. No standing water.
8. The applicant shall not paint or otherwise deface the concrete barriers or planters.
9. Parklet decking shall be flush with the sidewalk.

### **ALTERNATIVES:**

1. Review the proposal and make a recommendation for approval to the Community Development Director;
2. Review the proposal and make a recommendation for approval with conditions to the Community Development Director; or
3. Provide other direction to staff.

### **ADVANTAGES:**

Approval of the permanent parklet application will allow the City to replace the existing parklets with ones that are more attractive and intended for permanent placement. Additionally, approval of the permanent parklets will allow the City to begin collecting rent money for the use of the parklets. Continued use of the parklets provides business owners with additional outdoor dining options, contributing to the walkability of the Village and contributing to economic development for the City and the businesses.

### **DISADVANTAGES:**



**Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-014;  
Installation of a Two-Space Permanent Parklet; Location – 106 East Branch Street;  
Applicant – Casey O'Connor, Villa Cantina

**September 18, 2023**

**Page 6**

None identified.

**ENVIRONMENTAL REVIEW:**

The project was reviewed in accordance with the California Environmental Quality Act (CEQA) and determined to be categorically exempt per Section 15301(c) of the Guidelines regarding the alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities that do not create additional automobile lanes.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Resolution 5007
2. Parklet Location Map and Photos
3. Ordinance 719
4. City Approved Parklet Plant List
5. Parklet Elevation Rendering
6. Parklet Site Plan, Furniture Colors & Materials
7. Village Design Guidelines

## RESOLUTION NO. 5007

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO WAIVE APPLICATION FEES FOR ENCROACHMENT PERMITS AND MINOR USE PERMITS-TEMPORARY USE PERMITS SUBMITTED BY RESTAURANTS SEEKING ADDITIONAL OUTDOOR DINING SPACE DURING THE COVID-19 REOPENING PROCESS**

**WHEREAS**, local restaurants have suffered during the shelter-at-home orders issued by the State and County of San Luis Obispo in response to the COVID-19 pandemic, and, although the State has allowed restaurants to reopen, they are required to ensure adequate physical distancing or protective measures installed between tables, resulting in many restaurants being forced to significantly reduce the number of tables and seats available in their existing spaces; and

**WHEREAS**, restaurants seeking additional outdoor dining area not already included in the restaurant's existing land use entitlement are required to obtain a Minor Use Permit-Temporary Use Permit in order to comply with the City of Arroyo Grande's Development Code, and any proposed outdoor dining use of City right of way or other City-owned property will also require an encroachment permit; and

**WHEREAS**, the current application fee for an encroachment permit is \$57 and the application fee for a Minor Use Permit-Temporary Use Permit is \$294; and

**WHEREAS**, the City does not have an adopted procedure for requests for waivers of application fees in this situation; and

**WHEREAS**, the City wishes to support local restaurants in their efforts to recover and reopen following the COVID-19 shelter-in-place orders and to comply with the State and local physical distancing and other operational limitations by facilitating additional outdoor dining space where otherwise appropriate under existing laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Arroyo Grande as follows:

1. The Community Development Director is authorized to waive application fees for encroachment permits and Minor Use Permits-Temporary Use Permits for restaurants seeking additional outdoor dining space during the COVID-10 reopening process.
2. The City Clerk shall certify to the adoption of this Resolution and shall cause a certified copy to be filed in the Office of the City Clerk.

On motion of Council Member Paulding, seconded by Council Member Storton, and by the following roll call vote, to wit:

**AYES:** Council Members Paulding, Storton, George, Barneich, and Mayor Ray Russom

**NOES:** None

**ABSENT:** None

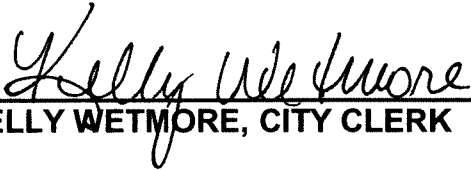
The foregoing Resolution was approved this 23<sup>rd</sup> day of June, 2020.



---

KEITH STORTON, MAYOR PRO TEM

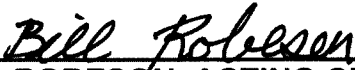
ATTEST:



---

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:



---

BILL ROBESON, ACTING CITY MANAGER

APPROVED AS TO FORM:



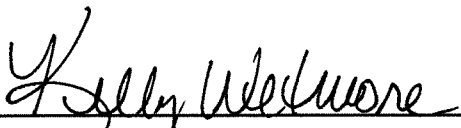
---

TIMOTHY J. CARMEL, CITY ATTORNEY

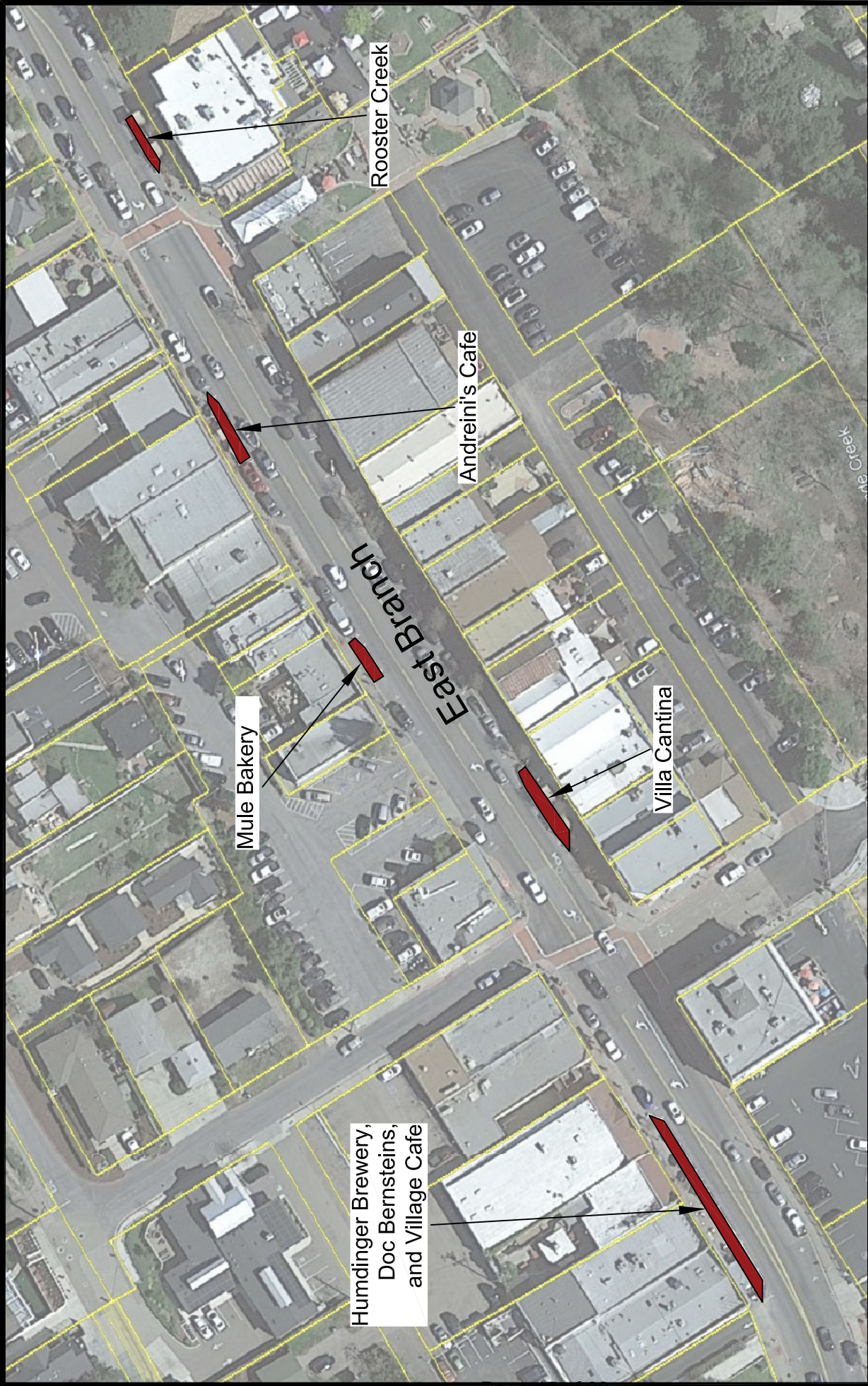
**OFFICIAL CERTIFICATION**

**I, KELLY WETMORE**, City Clerk of the City of Arroyo Grande, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Resolution No. 5007 was passed and adopted at a regular meeting of the City Council of the City of Arroyo Grande on the 23<sup>rd</sup> day of June, 2020.

**WITNESS** my hand and the Seal of the City of Arroyo Grande affixed this 25<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
**KELLY WETMORE, CITY CLERK**





*EAST BRANCH PARKLETS*

*CITY OF ARROYO GRANDE*  
ENGINEERING DIVISION

DATE: 11/15/21  
DRAWN BY: JB  
CHECKED BY: BP



# Parklet Photos



***Rooster Creek***



***Café Andreini***





***Villa Cantina***



***Humdinger/Village Café/Doc Bernstein***



***Mule Bakery***



## ORDINANCE NO. 719

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AMENDING TITLE 16 OF THE ARROYO GRANDE MUNICIPAL CODE REGARDING THE ESTABLISHMENT OF A PERMANENT PARKLET PROGRAM**

**WHEREAS**, the City of Arroyo Grande ("City") currently does not allow the placement of permanent parklets within the right of way; and

**WHEREAS**, the purpose of these regulations is to ensure that parklets within the right of way conform to the existing character of the area in which they are located and do not create an adverse impact on adjacent properties; and

**WHEREAS**, the Planning Commission finds that, unless properly regulated, parklets can result in similar adverse impacts to adjacent properties; and

**WHEREAS**, the Planning Commission has considered the proposed Ordinance approving Development Code Amendment 22-003 at a duly noticed public hearing on September 6, 2022; and

**WHEREAS**, it is the purpose of the proposed Ordinance to protect the public health, safety, and welfare of residents within the City by establishing regulations for a permanent parklet program; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Arroyo Grande as follows:

**SECTION 1:** The above recitals and findings are true and correct and incorporated herein by this reference.

**SECTION 2:** Arroyo Grande Municipal Code Section 16.52.250 is hereby added as follows:

**SECTION 16.52.250 – PARKLETS**

- A. Purpose and Intent. The purpose and intent of these regulations is to ensure that parklets located in the City conform to the existing character of the area in which they are located and do not create an adverse impact on adjacent properties.
- B. Application and Approval.
  - 1. Operators of parklets within the right of way are required to obtain a Minor Use Permit – Plot Plan Review pursuant to AGMC 16.16.080, and an Encroachment Permit pursuant to AGMC Section 13.26.
  - 2. Operators of parklets shall pay a parking space rental fee of 5% of the parking in-lieu fee for each space annually.
  - 3. Operators of parklets shall pay a rental fee for City-owned safety barriers.
  - 4. Upon vacation by a parklet operator of the premises adjoining the parklet, the Minor Use Permit – Plot Plan will terminate.

5. Existing operators of temporary parklets shall have 90 days from the date of ordinance adoption October 11, 2022 to submit an application for a permanent parklet and removal of an existing temporary parklet. All temporary parklets shall be removed within six months of the ordinance adoption date of October 11, 2022.

**C. Performance Standards and Conditions.**

**Location**

1. A parklet shall only be located in designated on-street parking areas.
2. A parklet shall not block sight distance at intersections or driveways. Accordingly, a parklet shall not be located less than twenty-five feet (25') from a roadway intersection, adjacent driveway, or other points of off-street access which require line of sight standards as required by the City's Engineering Standards. The final location of a parklet will vary based on the proposed parklet design, and shall be subject to review and approval by the Community Development Director.
3. A parklet shall not be located closer than five (5) parking spaces or ninety (90) feet from any other parklet.
4. Parklets are prohibited in disabled parking zones, parking areas of thirty minutes or less, and no-parking zones.
5. A parklet may not cover or impede access to any utility equipment, utility pole, fire hydrant, parking permit kiosk, or utility access such as manhole covers, drainage inlets, stormwater drainage flow lines and equipment shelters, subject to review by the City Public Works Director and Fire Chief.
6. The parklet shall not extend beyond the building frontage of the business utilizing the parklet without written consent from the adjacent business.

**Parklet Design**

7. Parklets shall consist of no more than two adjoining parking spaces, or forty-feet (40') in length. When a parklet is shared by two or more businesses, the parklet length may be extended up to eighty (80) feet in length and no more than four adjoining parking spaces.
8. A parklet's walls or railing shall not have a continuous height that exceeds forty-two inches (42"). Any parklet features, furnishings or vegetation shall maintain a generally open, see-through aesthetic in and out of the parklet. Columns or other vertical framing for overhead elements are permitted. All elements of a parklet shall have a maximum height limit no higher than the first floor of the adjacent building. All parklets shall maintain a vertical walkway clearance height of at least eight feet (8').
9. The depth (dimension measured perpendicular to curb) of a parklet shall be no less than the minimum dimension required to meet ADA accessibility requirements. Portions of the required parklet depth may be located within an existing sidewalk area as long as the sidewalk encroachment does not reduce the pedestrian path of travel to a width of less than four and a half feet (4.5') in the public right of way.

10. A parklet shall include an element that ensures public safety by providing a barrier or fortified railing between moving vehicles and parklet users. These barriers shall either be well articulated or allow for plants or vegetation for screening.
11. Parklets shall have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.
12. A parklet shall comply with applicable Americans with Disabilities Act (ADA) accessibility standards. Compliance with ADA standards is required with respect to design elements of the parklet, as well as for adjacent areas that may be impacted by the parklet. Parklets shall use a slip-resistant flooring material to minimize hazards and shall be accessible to wheel-chair users.
13. The four corners of a parklet shall have a reflective element or other clearly visible design feature, such as a soft-hit post, bollard, or raised pavement marker, to illuminate the parklet at night and signify the parklet envelope.
14. Parklets shall be consistent with the Village Design Guidelines
15. The primary materials shall be stone, brick, wood, decorative concrete or composite wood. Wood materials such as lattice and T1-11 plywood siding, are prohibited.
16. Color schemes shall consist of one primary color and one secondary color unless natural wood is used.
17. Areas for the storage of trash, recycling, and green waste receptacles shall not be visible from the public right of way and all waste receptacles shall be emptied and maintained by the applicant in a neat and sanitary order. Parklets shall be kept clean and neat.
18. Steam cleaning shall be completed at least once every six months by the parklet operator. Steam cleaning shall be consistent with Regional Water Quality Control Board regulations regarding illicit discharge.

**SECTION 3:** Arroyo Grande Municipal Code Section 16.04.070 is hereby amended as follows:

**16.04.070 Definitions**

“Parklet” means a small seating area created as a private amenity in a former roadside parking space utilized by a food service business for outdoor dining.

**SECTION 4:** If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.



**ORDINANCE NO. 719**

**PAGE 4**

**SECTION 5:** Upon adoption of this Ordinance, the City Clerk shall file a Notice of Exemption pursuant to 14 CCR § 15062.

**SECTION 6:** A summary of this Ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least five (5) days prior to the City Council meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the City Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those City Council Members voting for and against the Ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted Ordinance.

**SECTION 7:** This Ordinance shall take effect thirty (30) days from the date of adoption.

On motion of Council Member Paulding, seconded by Council Member George, and on the following roll call vote to wit:

**AYES:** Council Members Paulding, George, Storton, Barneich, and Mayor Ray Russom

**NOES:** None

**ABSENT:** None

The foregoing Ordinance was adopted this 11<sup>th</sup> day of October 2022.

ORDINANCE NO. 719

PAGE 5



CAREN RAY RUSSOM, MAYOR

ATTEST:



JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:



WHITNEY McDONALD, CITY MANAGER

APPROVED AS TO FORM:




TIMOTHY J. CARMEL, CITY ATTORNEY

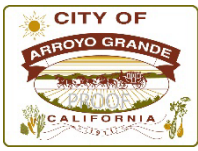
## OFFICIAL CERTIFICATION

I, **JESSICA MATSON**, City Clerk of the City of Arroyo Grande, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Ordinance No. 719 which was introduced at a regular meeting of the City Council on September 27, 2022; was passed and adopted at a regular meeting of the City Council on the 11<sup>th</sup> day of October 2022; and was duly published in accordance with State law (G.C. 40806).

**WITNESS** my hand and the Seal of the City of Arroyo Grande affixed this 13<sup>th</sup> day of October, 2022.

  
\_\_\_\_\_  
**JESSICA MATSON, CITY CLERK**





# Approved Parklet Plant List

All options to be varieties less than 3 feet tall when fully grown.

## ATTACHMENT 4



*Snapdragon*



*Pentstemon varieties*



*San Miguel Island Buckwheat*



*Lavender varieties*



*Red Columbine*



*Bush Anemone*



*Lupine*



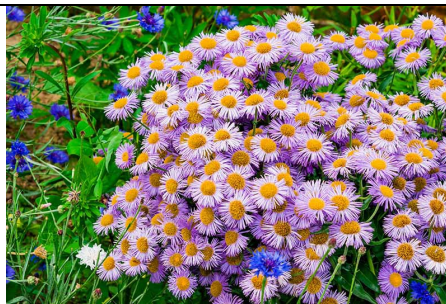
*Apache Plume*



*Hummingbird Sage*



*Common Lippia*

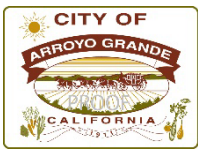


*Western/Purple Aster*



*Cliff Maids*





## Approved Parklet Plant List



*Dudleya varieties*



*Mountain Coyote Mint*



*Western Coneflower*



*Rosemary*



*Yerba Buena*



*Ceanothus*



*Monkey Flower*



*California Honeysuckle*



*Sage*



*Thornless succulent varieties*



*Ceanothus*



*Lilac varieties*





Applicant: YUMA CALIFORNIA

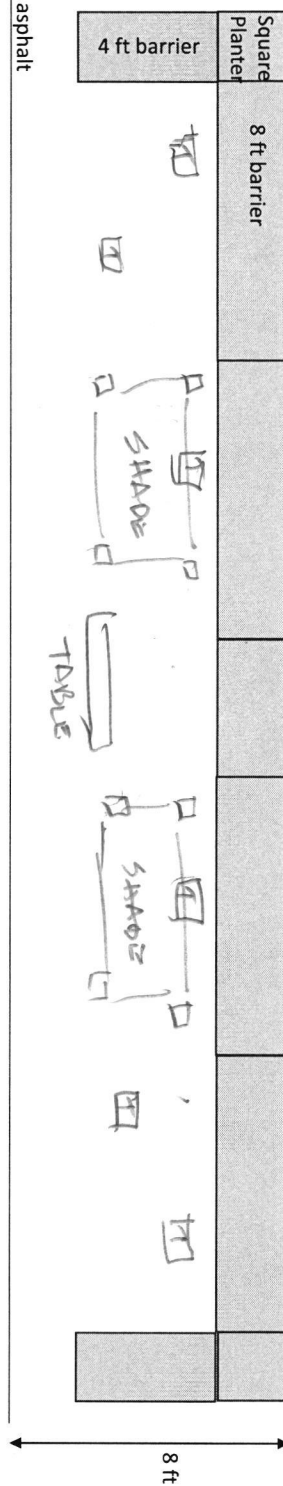
Phone Number: (805) 440-8040

Business Address: 106 W. BARNES ST

Permit Number: \_\_\_\_\_

## Two-Space Parklet

40 ft



Please show the following:

☒ Tables

☐ Shade

☐ Structures

☒ Other: \_\_\_\_\_

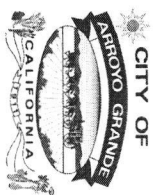
Please select at least one plant species from the list of approved parklet plants.

Plant Species: PENTSTEMON

VERBENAS

Conditions:

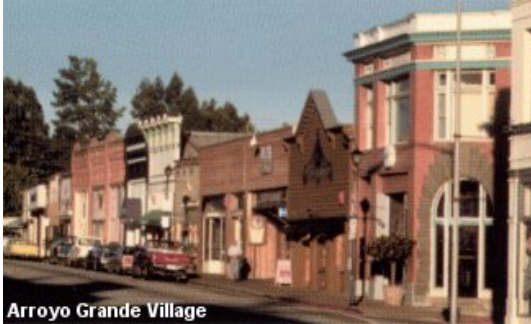
1. The applicant shall remove debris and trash daily.
2. Nothing can extend into the street or sidewalk beyond the vertical plane created by the concrete parklet barrier.
3. All parklet components must be safe, in working order, and free from tears.
4. Pest abatement is the responsibility of the parklet renter.
5. The applicant shall keep plants in planters healthy, contained, and free of weeds.
6. The applicant shall regularly sweep the area surrounding the parklet that City street sweepers are unable to reach.
7. Domestic water shall not be used for cleaning except for public health and safety. Any water used must be disposed of properly. No standing water.
8. The applicant shall not paint or otherwise deface the concrete barriers or planters.
9. Parklet decking shall be flush with the sidewalk.



COMMUNITY DEVELOPMENT DEPARTMENT • 300 E. Branch Street • Arroyo Grande, California 93420  
Phone: (805) 473-5420 • Fax: (805) 473-0386 • E-mail: [agcity@arroyogrande.org](mailto:agcity@arroyogrande.org) • Website: [www.arroyogrande.org](http://www.arroyogrande.org)



## VILLAGE CORE DOWNTOWN (VCD)



This section of the Guidelines and Standards applies to all parcels in the Village Core Downtown area and may also be applicable within Community Facilities (including Public Facilities and Parks), and Mixed Use districts as shown on the Design Overlay District Map.

An objective of the Village Core Downtown area is to enhance and maintain a compact, active street frontage with commercial uses that attract pedestrians. A visual continuity should be maintained through site design and compatibility of scale and materials.

### MIXED USES WITHIN THE DISTRICT

There are properties within the Village Core, Mixed Use and Community Facilities overlay districts that have residential architectural styles, and are currently being used as stores, shops, residences, or offices. In order to preserve and enhance mixed use, the character of any new building or renovation shall be consistent with the surrounding area.

### EXISTING CHARACTER

Many of the Downtown district historic commercial buildings were erected in the period from 1885 to 1910, and represent a variety of architectural styles. Although building material and detail differ, there are definite patterns that should be respected and incorporated into new development and

renovation. Common elements of design include façade height and structure, strong pedestrian orientation, and attention to ornamentation.



### Similarity in Height, Mass and Scale

Most buildings are one or two stories high and range from about eighteen to thirty feet in height. The majority of the buildings in the Village on Branch Street between Traffic Way and Mason Street are also narrow as well, which emphasizes their vertical character.

The most common façade design is two stories high, although some buildings use a “false front” to achieve the impression of height. This façade treatment, when used on a relatively narrow building, stresses the strong vertical elements in the structure and creates an impressive image.

Buildings are also made to appear larger by creating a series of attached facades, linking several smaller structures to create the appearance of one large building. These techniques lead to a more impressive appearance without losing pedestrian scale or blocking views and light.



### Similarity of Material

Brick and stone masonry construction is common, especially along Branch and Bridge Streets. Although some exteriors have been painted, such as the Olohan Building, the buildings retain many architectural details of “brick front” construction. This was one of the most popular storefront types of vernacular design, and incorporated commercial establishments on the ground floor with storage, offices or living quarters on the second level. An unusual vernacular style that uses locally quarried yellow stone is also found in the Village Downtown district. The unifying element is the stone itself, which calls for simplicity of construction and ornamentation, but the buildings using this material vary significantly in design. Another common material is wood siding, especially clapboard or weatherboard.

### Sense of Experimentation

Although similar architectural styles are evident, and many elements are common, there is no one predominant architectural style, and elements are often combined in creative ways. The historic character, however, is maintained.

### Pedestrian Orientation

Most commercial buildings have large display windows and a main entrance that faces the street, oriented to pedestrian traffic. There is no setback from the sidewalk, and buildings are generally designed and detailed to human scale, contributing to an atmosphere where pedestrians feel comfortable.

### Variety in Building Form

There is sufficient variety in height, mass, scale and proportion to create visual interest in the Village Core Downtown Area. There is also a mixture of uses that includes retail

establishments, cafes, restaurants and offices, often within the same block.



## DESIGN GUIDELINES AND STANDARDS

### Mixed Use Projects Within the Village Core Downtown

Mixed use projects within the Village Core Downtown shall be predominantly commercial in character. Upper story residential and office uses designed to be compatible with ground floor retail uses are appropriate. Design of mixed use projects shall not impede pedestrian flow or disrupt concentration of retail, cultural and entertainment uses.

The following building elements shall NEITHER overpower the project or detract from the visual continuity of the streetscape or neighborhood NOR produce redundancy in feature or pattern that is discordant with the historic character of the district:

- Building scale
- Building form
- Building façade
- Building entrance
- Roofline
- Fencing, rails or trellis
- Archways, columns or towers
- Doors and windows
- Signage or feature designed for sign placement
- Colors

**Site Design**

1. All new projects or renovations shall adhere to the site development standards of the Development Code.
2. The existing front setbacks of zero to fifteen feet (0' to 15') shall be required with main entries facing the street. A majority of the building frontage shall face the street and incorporate design features oriented to the pedestrian.
3. Streetscape improvements shall complement the existing design sidewalk paving, lighting schemes and street furniture within the district.
4. All enclosures for service areas, trash or recycling containers shall be designed as part of the overall project or building. Materials, textures and colors should be consistent with those of the proposed project and compatible with adjacent buildings.
5. Landscaping shall retain existing trees and plants as much as possible. Street trees and sidewalk planters shall be incorporated where feasible and pedestrian circulation will not be obstructed. (Streetscape elements within the public right-of-way, require an Encroachment Permit from the Public Works Department.) Landscaping in parking areas shall conform to the requirements of Title 16 of the Municipal Code (Development Code).

**Building Design**

1. The height of new buildings shall not exceed development standards allowed in Title 16 of the Municipal Code. Scale and massing of any building within this area shall be consistent with that of the neighboring buildings, as described above in "Similarity in Height, Scale and Massing".

2. The existing pattern of building façades shall be incorporated into new development projects. Dominant façade designs incorporate either brick front elements or parapet features. Roof patterns generally associated with residential buildings such as gable, hip or gambrel are generally not appropriate for commercial building frontages in the Village Core Downtown District.
3. For retail commercial buildings, display windows should complement the design of surrounding historic buildings and shall be oriented to pedestrian traffic.
4. Transoms are common over display windows, and were used for light and ventilation. When possible, transoms should be incorporated into new building design, and existing transoms should be used in building renovations.
5. New construction should include elements such as cladding, roof structure and ornamentation common to the district. All new projects shall use materials – including roof materials – that fit within the character of the Village Core Downtown district. By using similar materials or replicating these materials on all projects and restorations, the existing character will be reinforced and extended.
6. Decorative fixtures, including awnings, signs, and lighting, shall be integrated with other design elements of the structures.

**Construction Materials**

1. Brick and stone masonry are the most common façade materials used on historic character structures in the Village Core Downtown district, and are acceptable façade materials. Some brickwork has been painted, and this is consistent with design style of the 1870-1939 period.

Other acceptable façade materials include yellow sandstone (such as that on the I.O.O.F. building), and wood cladding. Wood cladding shall be of painted clapboard, painted weatherboard, or board and batten styles.

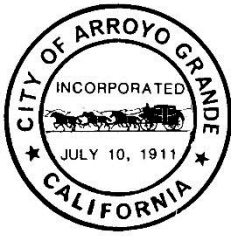
Materials of similar design, color and texture may be considered. Smooth plywood panels are not appropriate unless detailed for the historic period.

2. Window sashes shall be of wood or painted steel, and consistent with the historic period. Materials that approximate the appearance of original materials may be substituted subject to the approval of the Architectural Review Committee, but unfinished aluminum is not allowed.
3. Door materials were traditionally wood panel and glass, either single or double. New or replacement doors shall be wood or an approved substitute material that approximates the appearance of original materials. Aluminum entry doors with large glass panels are inappropriate for the Village Core Downtown District.
4. Original decorative details should be retained during renovation. If the original materials have deteriorated and must be removed, they shall be replaced with materials that match as closely as possible the original in design, color, and texture.
5. Reflective glass is not appropriate in the Village Core Downtown District. Stained glass may be used as an accent material if it is consistent with the historic period of the building.

#### **Building colors**

1. The number of colors used on a building should be kept to a minimum.

2. While bright colors may be used for limited accent, their use is subject to review by the Architectural Review Committee (ARC).
3. Color samples shall be submitted as part of Plot Plan Review or Conditional Use Permit process.
4. The use of fluorescent, “neon” or “day-glo” colors on building facades is not appropriate, historic base colors should be used instead.
5. Accent colors used for ornamentation, awnings, dentils, friezes or other details shall harmonize with the predominant building color.
6. Color palettes shall complement the majority of the neighboring buildings and be consistent with the historic period.



## MEMORANDUM

**TO:** Architectural Review Committee

**FROM:** Andrew Perez, Planning Manager

**BY:** Patrick Holub, Associate Planner

**SUBJECT:** Consideration of Architectural Details Associated with Plot Plan Review 23-029; Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street; Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**DATE:** September 18, 2023

---

### **SUMMARY OF ACTION:**

Review the proposed architectural details associated with the application for a permanent parklet and make a recommendation to the Community Development Director.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

Costs to support a permanent parklet program include in-house and/or contractual services for manual street sweeping, barrier adjustments, inspection and maintenance, and general program administration. Parklet applicants will fully cover the costs of the permanent parklets through permitting fees, rental costs associated with the loss of City property, and rental fees for physical barriers.

### **RECOMMENDATION:**

Make a recommendation to the Community Development Director regarding the proposed architectural details for PPR23-029.

### **BACKGROUND:**

The COVID-19 pandemic that began in 2020 created a public health crisis and unprecedented economic impacts throughout the country, State, and at the local level. In the City of Arroyo Grande (City), local businesses have been economically impacted by this public health emergency, especially restaurants, hotels, and retail establishments. This created both a significant challenge for the City - with an urgent need to support both public health and economic recovery of local businesses - as well as a unique opportunity to re-imagine how the City's public right-of-way can be utilized to improve long-term community vibrancy and economic vitality. In response to the initial COVID-19 reopening process, the City adopted Resolution 5007 on June 23, 2020,

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-029;  
Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street;  
Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**September 18, 2023**

**Page 2**

authorizing the Community Development Director to waive application fees for encroachment permits and Minor Use Permits/Temporary Use Permits for restaurants that were seeking additional outdoor dining space (Attachment 1). Starting in July of 2020, the City facilitated the installation of five temporary parklets for eight individual restaurant businesses in the Village. At the time when Doc Bernstein's closed, the parklet they shared with Humdinger Brewing was reduced in size by one parking space. With this exception, each of the original temporary parklets remain in use today.

Existing parklets within the Village displace a total of fourteen (14) parking spaces, which include partial spaces that can only support smaller vehicles. There are a total of sixty-one (61) on-street parking spaces along East and West Branch Streets in the Village. The parking spaces lost to parklets currently account for approximately twenty-three percent (23%) of the on-street parking in the Village. Attachment 2 includes a map of the locations and photos of the existing parklets.

In late 2021 the City published a survey requesting feedback from the community regarding the existing parklets. More than 600 comments were received, with the vast majority of responses indicating support for parklets. Respondents also indicated that if an outdoor dining establishment included a parklet, they were more likely to visit such an establishment by a margin of 68% to 26%, with about 6% unsure.

On November 23, 2021, the City Council held a study session on the status of the temporary parklet program and discussed the potential for a permanent parklet program. Council expressed concerns with various aspects of parklets, including the number, their proximity to each other, the safety of users, the amount of staff time dedicated to a permanent program, their consistency with the historic downtown, design of the parklets, and costs. Council directed staff to return with the framework of a program that evaluated and provided recommendations on the following issues:

1. Associated costs for application, rent, encroachment, and in-lieu parking;
2. Safety considerations;
3. Suggested design standards;
4. A cap on the number of parklets;

On April 12, 2022, the City Council conducted an additional study session to consider a proposed permanent parklet program. During the study session, the City Council provided comments regarding each point and asked that the Architectural Review Committee (ARC) help develop the objective design standards for the parklets. On August 1, 2022, the ARC reviewed proposed objective design standards developed by staff and made a number of recommendations, which were incorporated into the proposed Ordinance.

On September 6, 2022, a proposed Ordinance implementing the permanent parklet program was presented to the Planning Commission (PC), which provided further



## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-029;  
Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street;  
Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**September 18, 2023**

**Page 3**

recommendations and forwarded it to the City Council for introduction and adoption. The recommendations from the Planning Commission included:

1. Exclude the five (5) space buffer required between parklets and remove the maximum of fifteen (15) parking spaces occupied by parklets.
2. Keep the two (2) space maximum for each individual parklet.

The City Council introduced [Ordinance 719](#) on September 27, 2022 (Attachment 3). The Ordinance was then adopted by the City Council on October 11, 2022, and became effective November 11, 2022. The provisions of Ordinance 719 have been incorporated into [Arroyo Grande Municipal Code \(AGMC\) Section 16.52.250](#).

On July 3, 2023, the Architectural Review Committee reviewed architectural details and configuration options associated with the safety barriers for the permanent parklets, choosing a configuration with no gaps and flush connections with square planters at each end.

On July 17, 2023, the Architectural Review Committee reviewed color options for the chosen barrier configuration, choosing “Sand Tan Light Sand Blast (LSB).”

### **ANALYSIS OF ISSUES:**

#### **Project Description**

The applicant is proposing a one-space permanent parklet with street furniture consisting of two (2) round tables and two (2) pink umbrellas to match the color of the signage. The subject business is not yet open and did not participate in the temporary parklet program. The applicant is proposing to plant Cliff Maids in the planters at the ends of the parklet, which is an allowed species per the City's preferred plant list (Attachment 4). The proposed parklet would be connected to the two-space parklet for Villa Cantina at 106 East Branch St, which is scheduled for review by the ARC on this agenda. The applicant is proposing to separate the two parklets with potted plants.

Although the combined parklet is proposed to extend in front of Heritage Salon, due to the current configuration of Villa Cantina's parklet and the requirement to reduce the overall length, no additional parking spaces will be encumbered by the two combined parklets as compared to Villa Cantina's existing parklet. The property owner of the building including Villa Cantina, Heritage Salon and the applicant's building has consented to the proposed placement of the parklets.

Due to costs and delivery timelines, the applicant is proposing to install square, grey stainless-steel tables and chairs initially with plans to replace the tables and chairs with whimsical furniture consisting of tables with ice cream designs and chairs shaped like ice cream cones and saltwater taffy. Photos showing the colors and materials of the proposed

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-029;  
Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street;  
Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**September 18, 2023**

**Page 4**

parklet furniture is included as Attachment 5. Staff is asking the ARC to comment on both furniture options.

### Design Guidelines

*The Design Guidelines and Standards for the Historic Character Overlay District* (“the Guidelines”) require that any new construction or exterior alterations to structures in the Historic Character Overlay District receive review by the Architectural Review Committee (ARC). Furthermore, Ordinance 719 requires that all parklets be consistent with the Guidelines. ARC is being asked to review the proposed permanent parklet proposals and make a recommendation to the Community Development Director regarding their consistency with the Guidelines and other requirements.

Each of the proposed parklets are within the City’s Village Core Downtown (VCD) zoning district. According to the Guidelines, an objective of the VCD district is to maintain and enhance an active street frontage with commercial uses that attract pedestrians. Furthermore, the Guidelines state that visual continuity should be maintained through site design and compatibility of scale and materials.

In the VCD district, brick and stone masonry construction is common. Many of the buildings in this district retain many architectural features of “brick front” construction. Another common material is wood siding, especially clapboard or weatherboard. Although similar architectural styles are evident, and many elements are common, there is no one predominant architectural style, and elements are often combined in creative ways. The historic character, however, is maintained. Materials of similar design, color and texture may be considered.

An excerpt of the Village Design Guidelines is included as Attachment 6.

### Municipal Code

Performance standards adopted as part of Ordinance 719 have been incorporated into [AGMC16.52.250](#) and are intended to regulate use of the parklets in a way that maintains the character of the Village and clearly delineates the responsibilities of the parklet owner with regard to maintenance, ADA access, safety, circulation and inspection requirements.

For the ARC’s consideration, the following performance standards relate to parklet furniture and other appurtenances owned and maintained by the business owner:

1. Parklets shall be consistent with the village design guidelines.
2. The primary materials shall be stone, brick, wood, decorative concrete or composite wood. Wood materials such as lattice and T1-11 plywood siding, are prohibited.
3. Color schemes shall consist of one primary color and one secondary color unless natural wood is used.

## **Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-029;  
Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street;  
Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**September 18, 2023**

**Page 5**

4. Areas for the storage of trash, recycling, and green waste receptacles shall not be visible from the public right of way and all waste receptacles shall be emptied and maintained by the applicant in a neat and sanitary order. Parklets shall be kept clean and neat.

### Conditions of Approval

In addition to the performance standards contained within Ordinance 719, the City's Public Works Department has developed a list of conditions for parklet operators that will be inspected on a bi-monthly basis by the City's Engineering Inspector. Those conditions are the following:

1. The applicant shall remove debris and trash daily.
2. Nothing can extend into the street or sidewalk beyond the vertical plane created by the concrete parklet barrier.
3. All parklet components must be safe, in working order, and free from tears.
4. Pest abatement is the responsibility of the parklet renter.
5. The applicant shall keep plants in planters healthy, contained, and free of weeds.
6. The applicant shall regularly sweep the area surrounding the parklet that City street sweepers are unable to reach.
7. Domestic water shall not be used for cleaning except for public health and safety. Any water used must be disposed of properly. No standing water.
8. The applicant shall not paint or otherwise deface the concrete barriers or planters.
9. Parklet decking shall be flush with the sidewalk.

### Exterior Building Colors

In addition to the applicant's request for a one-space parklet, the business owner has requested approval to re-paint the exterior of the commercial building. The existing colors of the building are blue, dark blue and black. The applicant is proposing to replace all areas currently painted either dark blue or black with a Sherwin Williams color called "Capri," which can be described as a bright, bold and saturated blue with turquoise undertones. These areas include the trim surrounding the transom window as well as the door and window framing. Areas of the building that are currently painted the lighter blue color will be replaced with a Sherwin Williams color "Undercool," which is a medium light shade of cyan. Lastly, the applicant is proposing to paint the area between the vertical wooden panels below the storefront's windows with a pinstripe. The proposed color for the pinstriping is a sunny white by Sherwin Williams called "Greek Villa." Color swatches of the proposed colors are included as Attachment 7 and physical paint samples will be available for review by the ARC at the meeting.

According to the Village Design Guidelines, "building colors shall compliment the majority of the neighboring buildings and be consistent with the historic period" and "the number

**Architectural Review Committee**

Consideration of Architectural Details Associated with Plot Plan Review 23-029;  
Installation of a One-Space Permanent Parklet; Location – 110 East Branch Street;  
Applicant – David Hubbel, Hubbalicious Sweet Shoppe

**September 18, 2023**

**Page 6**

of colors on a building should be kept to a minimum.” Staff is asking that the ARC discuss the appropriateness of the chosen exterior building colors.

**ALTERNATIVES:**

1. Review the proposal and make a recommendation for approval to the Community Development Director;
2. Review the proposal and make a recommendation for approval with conditions to the Community Development Director; or
3. Provide other direction to staff.

**ADVANTAGES:**

Approval of the permanent parklet application will allow the City to replace the existing parklets with ones that are more attractive and intended for permanent placement. Additionally, approval of the permanent parklets will allow the City to begin collecting rent money for the use of the parklets. Continued use of the parklets provides business owners with additional outdoor dining options, contributing to the walkability of the Village and contributing to economic development for the City and the businesses.

**DISADVANTAGES:**

None identified.

**ENVIRONMENTAL REVIEW:**

The project was reviewed in accordance with the California Environmental Quality Act (CEQA) and determined to be categorically exempt per Section 15301(c) of the Guidelines regarding the alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities that do not create additional automobile lanes.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City’s website in accordance with Government Code Section 54954.2.

**Attachments:**

1. Resolution 5007
2. Parklet Location Map and Photos
3. Ordinance 719
4. City Approved Parklet Plant List
5. Parklet Site Plan, Furniture Colors & Materials
6. Village Design Guidelines
7. Proposed Exterior Building Colors



## RESOLUTION NO. 5007

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO WAIVE APPLICATION FEES FOR ENCROACHMENT PERMITS AND MINOR USE PERMITS-TEMPORARY USE PERMITS SUBMITTED BY RESTAURANTS SEEKING ADDITIONAL OUTDOOR DINING SPACE DURING THE COVID-19 REOPENING PROCESS**

**WHEREAS**, local restaurants have suffered during the shelter-at-home orders issued by the State and County of San Luis Obispo in response to the COVID-19 pandemic, and, although the State has allowed restaurants to reopen, they are required to ensure adequate physical distancing or protective measures installed between tables, resulting in many restaurants being forced to significantly reduce the number of tables and seats available in their existing spaces; and

**WHEREAS**, restaurants seeking additional outdoor dining area not already included in the restaurant's existing land use entitlement are required to obtain a Minor Use Permit-Temporary Use Permit in order to comply with the City of Arroyo Grande's Development Code, and any proposed outdoor dining use of City right of way or other City-owned property will also require an encroachment permit; and

**WHEREAS**, the current application fee for an encroachment permit is \$57 and the application fee for a Minor Use Permit-Temporary Use Permit is \$294; and

**WHEREAS**, the City does not have an adopted procedure for requests for waivers of application fees in this situation; and

**WHEREAS**, the City wishes to support local restaurants in their efforts to recover and reopen following the COVID-19 shelter-in-place orders and to comply with the State and local physical distancing and other operational limitations by facilitating additional outdoor dining space where otherwise appropriate under existing laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Arroyo Grande as follows:

1. The Community Development Director is authorized to waive application fees for encroachment permits and Minor Use Permits-Temporary Use Permits for restaurants seeking additional outdoor dining space during the COVID-10 reopening process.
2. The City Clerk shall certify to the adoption of this Resolution and shall cause a certified copy to be filed in the Office of the City Clerk.

On motion of Council Member Paulding, seconded by Council Member Storton, and by the following roll call vote, to wit:

**AYES:** Council Members Paulding, Storton, George, Barneich, and Mayor Ray Russom

**NOES:** None

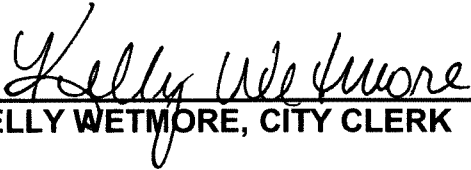
**ABSENT:** None

The foregoing Resolution was approved this 23<sup>rd</sup> day of June, 2020.



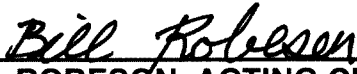
KEITH STORTON, MAYOR PRO TEM

ATTEST:



KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:



BILL ROBESON, ACTING CITY MANAGER

APPROVED AS TO FORM:

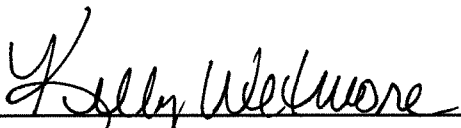


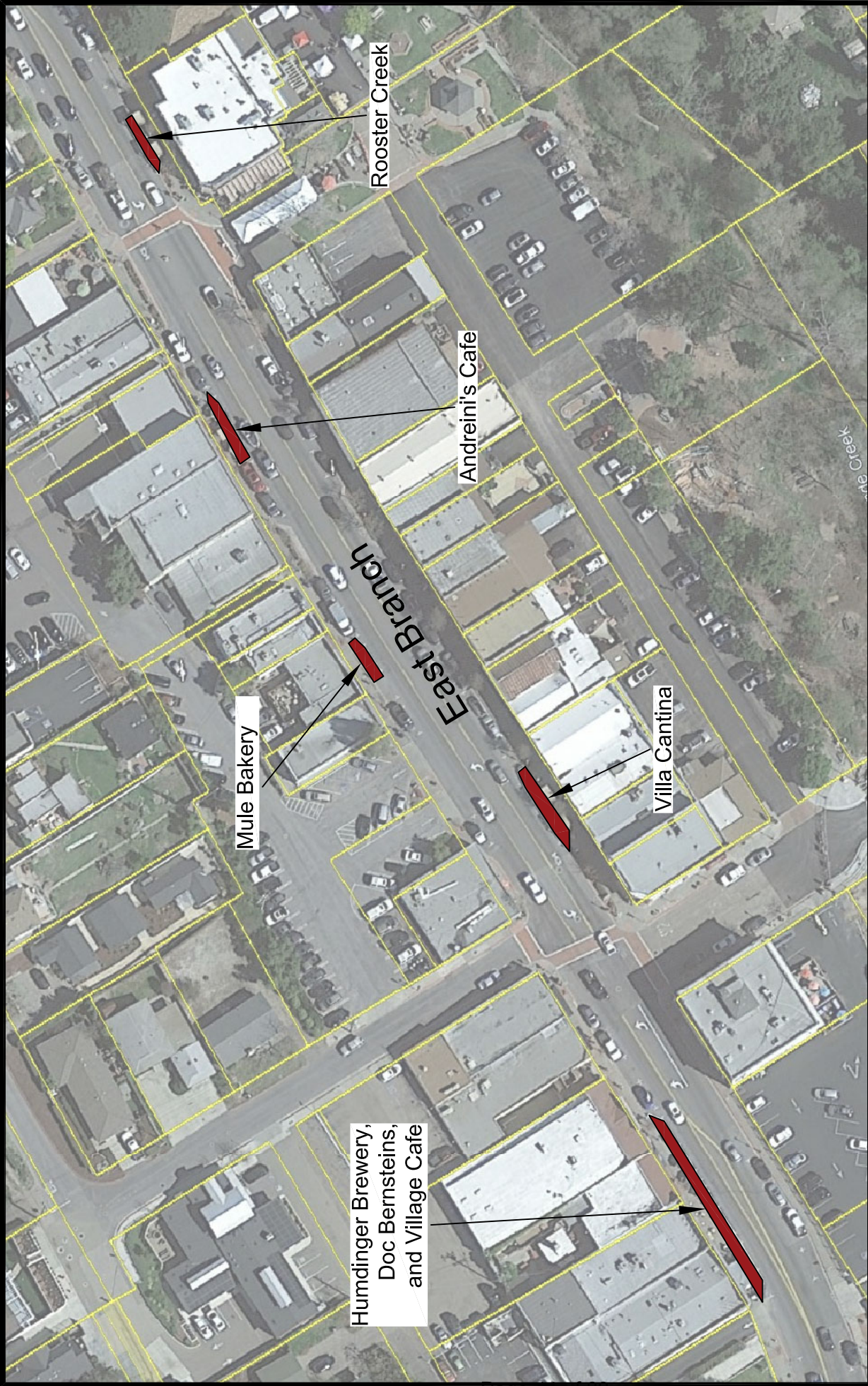
TIMOTHY J. CARMEL, CITY ATTORNEY

**OFFICIAL CERTIFICATION**

**I, KELLY WETMORE**, City Clerk of the City of Arroyo Grande, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Resolution No. 5007 was passed and adopted at a regular meeting of the City Council of the City of Arroyo Grande on the 23<sup>rd</sup> day of June, 2020.

**WITNESS** my hand and the Seal of the City of Arroyo Grande affixed this 25<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
**KELLY WETMORE, CITY CLERK**



*EAST BRANCH PARKLETS*

**CITY OF ARROYO GRANDE**  
ENGINEERING DIVISION

DATE: 11/15/21  
DRAWN BY: JB  
CHECKED BY: BP



# Parklet Photos



***Rooster Creek***



***Café Andreini***





***Villa Cantina***



***Humdinger/Village Café/Doc Bernstein***



***Mule Bakery***

## ORDINANCE NO. 719

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AMENDING TITLE 16 OF THE ARROYO GRANDE MUNICIPAL CODE REGARDING THE ESTABLISHMENT OF A PERMANENT PARKLET PROGRAM**

**WHEREAS**, the City of Arroyo Grande ("City") currently does not allow the placement of permanent parklets within the right of way; and

**WHEREAS**, the purpose of these regulations is to ensure that parklets within the right of way conform to the existing character of the area in which they are located and do not create an adverse impact on adjacent properties; and

**WHEREAS**, the Planning Commission finds that, unless properly regulated, parklets can result in similar adverse impacts to adjacent properties; and

**WHEREAS**, the Planning Commission has considered the proposed Ordinance approving Development Code Amendment 22-003 at a duly noticed public hearing on September 6, 2022; and

**WHEREAS**, it is the purpose of the proposed Ordinance to protect the public health, safety, and welfare of residents within the City by establishing regulations for a permanent parklet program; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Arroyo Grande as follows:

**SECTION 1:** The above recitals and findings are true and correct and incorporated herein by this reference.

**SECTION 2:** Arroyo Grande Municipal Code Section 16.52.250 is hereby added as follows:

**SECTION 16.52.250 – PARKLETS**

- A. Purpose and Intent. The purpose and intent of these regulations is to ensure that parklets located in the City conform to the existing character of the area in which they are located and do not create an adverse impact on adjacent properties.
- B. Application and Approval.
  - 1. Operators of parklets within the right of way are required to obtain a Minor Use Permit – Plot Plan Review pursuant to AGMC 16.16.080, and an Encroachment Permit pursuant to AGMC Section 13.26.
  - 2. Operators of parklets shall pay a parking space rental fee of 5% of the parking in-lieu fee for each space annually.
  - 3. Operators of parklets shall pay a rental fee for City-owned safety barriers.
  - 4. Upon vacation by a parklet operator of the premises adjoining the parklet, the Minor Use Permit – Plot Plan will terminate.



5. Existing operators of temporary parklets shall have 90 days from the date of ordinance adoption October 11, 2022 to submit an application for a permanent parklet and removal of an existing temporary parklet. All temporary parklets shall be removed within six months of the ordinance adoption date of October 11, 2022.

**C. Performance Standards and Conditions.**

**Location**

1. A parklet shall only be located in designated on-street parking areas.
2. A parklet shall not block sight distance at intersections or driveways. Accordingly, a parklet shall not be located less than twenty-five feet (25') from a roadway intersection, adjacent driveway, or other points of off-street access which require line of sight standards as required by the City's Engineering Standards. The final location of a parklet will vary based on the proposed parklet design, and shall be subject to review and approval by the Community Development Director.
3. A parklet shall not be located closer than five (5) parking spaces or ninety (90) feet from any other parklet.
4. Parklets are prohibited in disabled parking zones, parking areas of thirty minutes or less, and no-parking zones.
5. A parklet may not cover or impede access to any utility equipment, utility pole, fire hydrant, parking permit kiosk, or utility access such as manhole covers, drainage inlets, stormwater drainage flow lines and equipment shelters, subject to review by the City Public Works Director and Fire Chief.
6. The parklet shall not extend beyond the building frontage of the business utilizing the parklet without written consent from the adjacent business.

**Parklet Design**

7. Parklets shall consist of no more than two adjoining parking spaces, or forty-feet (40') in length. When a parklet is shared by two or more businesses, the parklet length may be extended up to eighty (80) feet in length and no more than four adjoining parking spaces.
8. A parklet's walls or railing shall not have a continuous height that exceeds forty-two inches (42"). Any parklet features, furnishings or vegetation shall maintain a generally open, see-through aesthetic in and out of the parklet. Columns or other vertical framing for overhead elements are permitted. All elements of a parklet shall have a maximum height limit no higher than the first floor of the adjacent building. All parklets shall maintain a vertical walkway clearance height of at least eight feet (8').
9. The depth (dimension measured perpendicular to curb) of a parklet shall be no less than the minimum dimension required to meet ADA accessibility requirements. Portions of the required parklet depth may be located within an existing sidewalk area as long as the sidewalk encroachment does not reduce the pedestrian path of travel to a width of less than four and a half feet (4.5') in the public right of way.

10. A parklet shall include an element that ensures public safety by providing a barrier or fortified railing between moving vehicles and parklet users. These barriers shall either be well articulated or allow for plants or vegetation for screening.
11. Parklets shall have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.
12. A parklet shall comply with applicable Americans with Disabilities Act (ADA) accessibility standards. Compliance with ADA standards is required with respect to design elements of the parklet, as well as for adjacent areas that may be impacted by the parklet. Parklets shall use a slip-resistant flooring material to minimize hazards and shall be accessible to wheel-chair users.
13. The four corners of a parklet shall have a reflective element or other clearly visible design feature, such as a soft-hit post, bollard, or raised pavement marker, to illuminate the parklet at night and signify the parklet envelope.
14. Parklets shall be consistent with the Village Design Guidelines
15. The primary materials shall be stone, brick, wood, decorative concrete or composite wood. Wood materials such as lattice and T1-11 plywood siding, are prohibited.
16. Color schemes shall consist of one primary color and one secondary color unless natural wood is used.
17. Areas for the storage of trash, recycling, and green waste receptacles shall not be visible from the public right of way and all waste receptacles shall be emptied and maintained by the applicant in a neat and sanitary order. Parklets shall be kept clean and neat.
18. Steam cleaning shall be completed at least once every six months by the parklet operator. Steam cleaning shall be consistent with Regional Water Quality Control Board regulations regarding illicit discharge.

**SECTION 3:** Arroyo Grande Municipal Code Section 16.04.070 is hereby amended as follows:

**16.04.070 Definitions**

“Parklet” means a small seating area created as a private amenity in a former roadside parking space utilized by a food service business for outdoor dining.

**SECTION 4:** If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

**ORDINANCE NO. 719**

**PAGE 4**

**SECTION 5:** Upon adoption of this Ordinance, the City Clerk shall file a Notice of Exemption pursuant to 14 CCR § 15062.

**SECTION 6:** A summary of this Ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least five (5) days prior to the City Council meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the City Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those City Council Members voting for and against the Ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted Ordinance.

**SECTION 7:** This Ordinance shall take effect thirty (30) days from the date of adoption.

On motion of Council Member Paulding, seconded by Council Member George, and on the following roll call vote to wit:

**AYES:** Council Members Paulding, George, Storton, Barneich, and Mayor Ray Russom

**NOES:** None

**ABSENT:** None

The foregoing Ordinance was adopted this 11<sup>th</sup> day of October 2022.

ORDINANCE NO. 719

PAGE 5



CAREN RAY RUSSOM, MAYOR

ATTEST:



JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:



WHITNEY McDONALD, CITY MANAGER

APPROVED AS TO FORM:




TIMOTHY J. CARMEL, CITY ATTORNEY

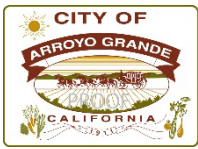


## OFFICIAL CERTIFICATION

I, **JESSICA MATSON**, City Clerk of the City of Arroyo Grande, County of San Luis Obispo, State of California, do hereby certify under penalty of perjury, that the attached Ordinance No. 719 which was introduced at a regular meeting of the City Council on September 27, 2022; was passed and adopted at a regular meeting of the City Council on the 11<sup>th</sup> day of October 2022; and was duly published in accordance with State law (G.C. 40806).

**WITNESS** my hand and the Seal of the City of Arroyo Grande affixed this 13<sup>th</sup> day of October, 2022.

  
\_\_\_\_\_  
**JESSICA MATSON, CITY CLERK**



# Approved Parklet Plant List

All options to be varieties less than 3 feet tall when fully grown.

## ATTACHMENT 4



*Snapdragon*



*Pentstemon varieties*



*San Miguel Island Buckwheat*



*Lavender varieties*



*Red Columbine*



*Bush Anemone*



*Lupine*



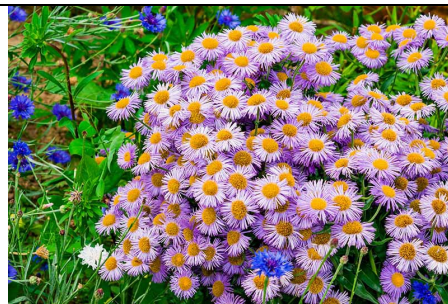
*Apache Plume*



*Hummingbird Sage*



*Common Lippia*

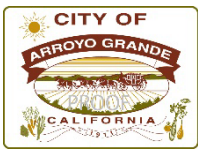


*Western/Purple Aster*



*Cliff Maids*





## Approved Parklet Plant List



*Dudleya varieties*



*Mountain Coyote Mint*



*Western Coneflower*



*Rosemary*



*Yerba Buena*



*Ceanothus*



*Monkey Flower*



*California Honeysuckle*



*Sage*



*Thornless succulent varieties*



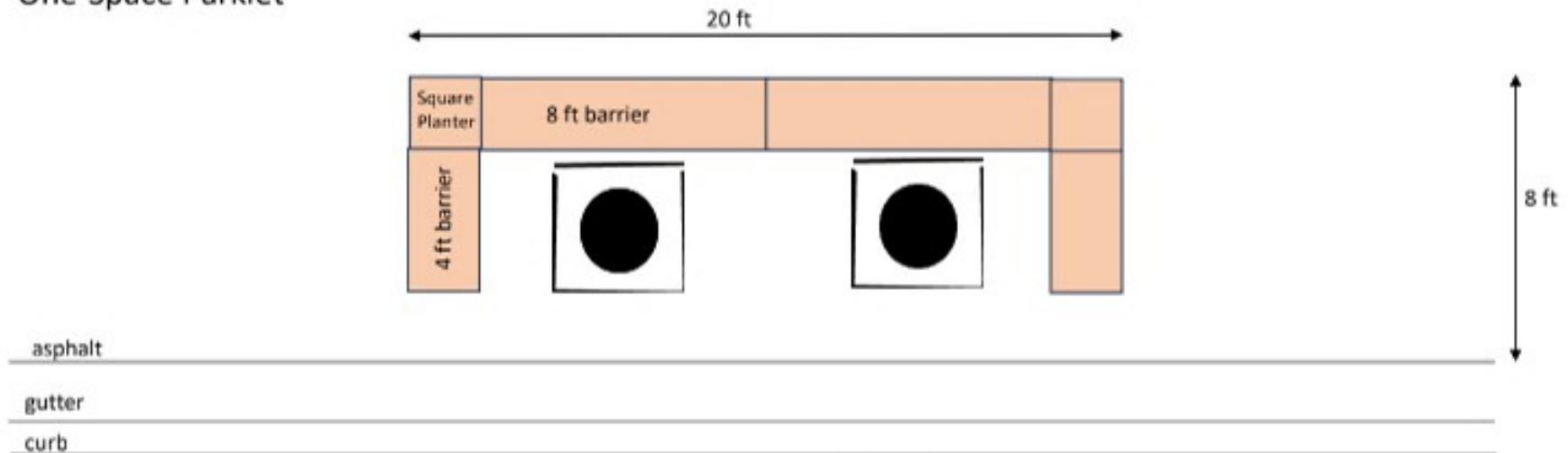
*Ceanothus*



*Lilac varieties*

Applicant: David Hubbell Phone Number: 805 598-9291 Business Address: 110 E. Branch St. Permit Number: \_\_\_\_\_

## One-Space Parklet



Please show the following:

- ☒ Tables  
☐ Shade  
☐ Structures  
☒ Other: \_\_\_\_\_

Please attach either photos and/or material and color samples for all street furniture.

Please select at least one plant species from the list of approved parklet plants.

Plant Species: Cliff Maids

Conditions:

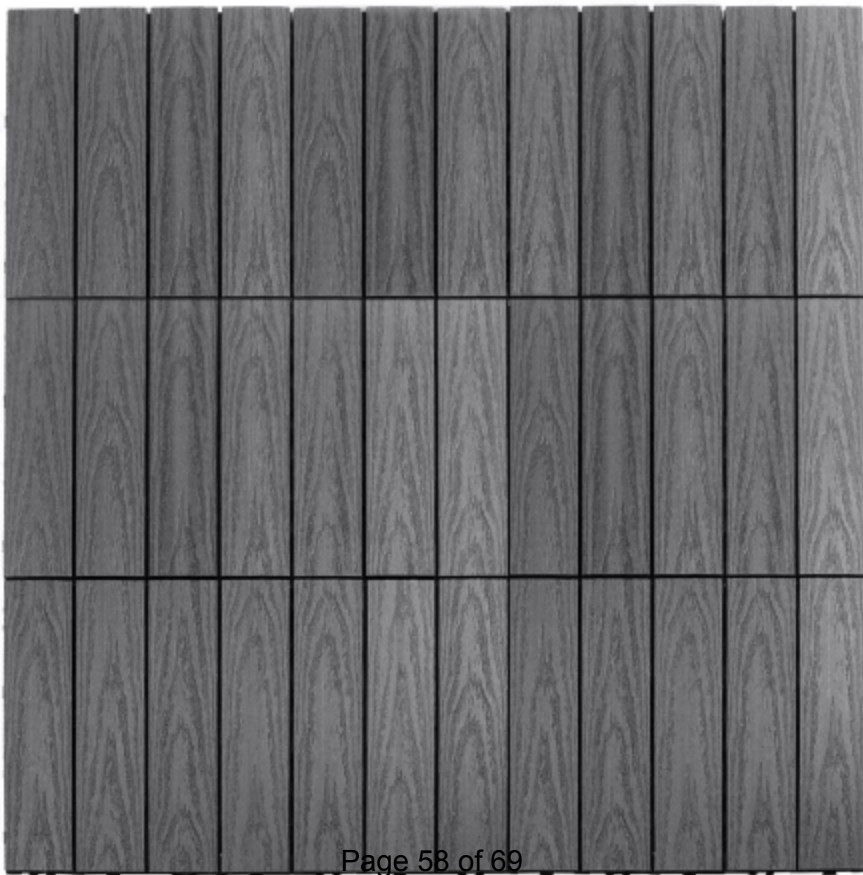
1. The applicant shall remove debris and trash daily.
2. Nothing can extend into the street or sidewalk beyond the vertical plane created by the concrete parklet barrier.
3. All parklet components must be safe, in working order, and free from tears.
4. Pest abatement is the responsibility of the parklet renter.
5. The applicant shall keep plants in planters healthy, contained, and free of weeds.
6. The applicant shall regularly sweep the area surrounding the parklet that City street sweepers are unable to reach.
7. Domestic water shall not be used for cleaning except for public health and safety. Any water used must be disposed of properly. No standing water.
8. The applicant shall not paint or otherwise deface the concrete barriers or planters.
9. Parklet decking shall be flush with the sidewalk.



COMMUNITY DEVELOPMENT DEPARTMENT • 300 E. Branch Street • Arroyo Grande, California 93420  
 Phone: (805) 473-5420 • Fax: (805) 473-0386 • E-mail: [agcity@arroyogrande.org](mailto:agcity@arroyogrande.org) • Website: [www.arroyogrande.org](http://www.arroyogrande.org)









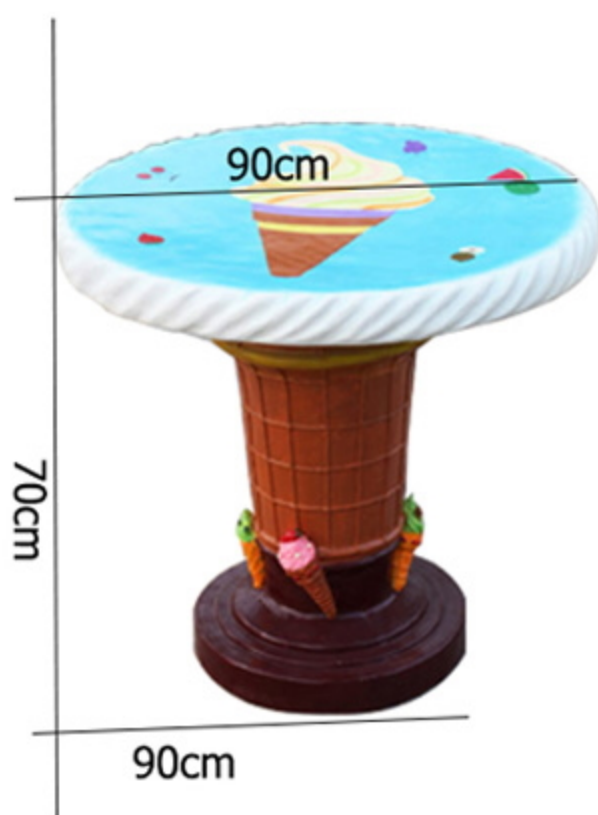
Material: Fiberglass

Size: 60cm\*60cm\*80cm, 90cm\*90cm\*80cm

General Use: Coffee shop, Garden, Park, Outdoor Shopping mall



## PRODUCT SIZE







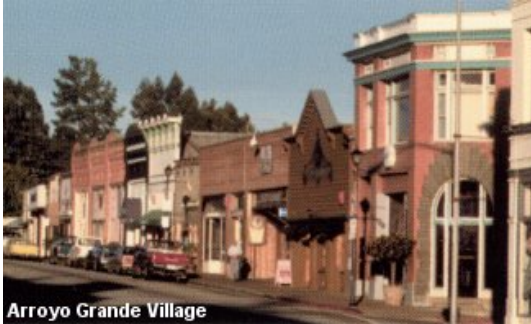








## VILLAGE CORE DOWNTOWN (VCD)



This section of the Guidelines and Standards applies to all parcels in the Village Core Downtown area and may also be applicable within Community Facilities (including Public Facilities and Parks), and Mixed Use districts as shown on the Design Overlay District Map.

An objective of the Village Core Downtown area is to enhance and maintain a compact, active street frontage with commercial uses that attract pedestrians. A visual continuity should be maintained through site design and compatibility of scale and materials.

### MIXED USES WITHIN THE DISTRICT

There are properties within the Village Core, Mixed Use and Community Facilities overlay districts that have residential architectural styles, and are currently being used as stores, shops, residences, or offices. In order to preserve and enhance mixed use, the character of any new building or renovation shall be consistent with the surrounding area.

### EXISTING CHARACTER

Many of the Downtown district historic commercial buildings were erected in the period from 1885 to 1910, and represent a variety of architectural styles. Although building material and detail differ, there are definite patterns that should be respected and incorporated into new development and

renovation. Common elements of design include façade height and structure, strong pedestrian orientation, and attention to ornamentation.

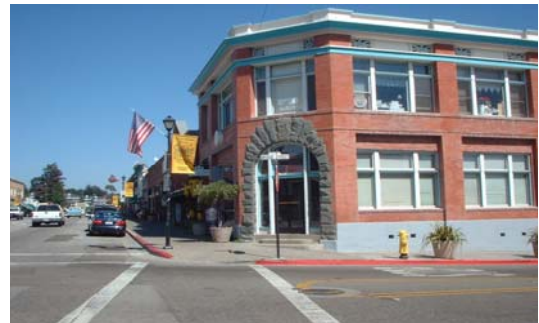


### Similarity in Height, Mass and Scale

Most buildings are one or two stories high and range from about eighteen to thirty feet in height. The majority of the buildings in the Village on Branch Street between Traffic Way and Mason Street are also narrow as well, which emphasizes their vertical character.

The most common façade design is two stories high, although some buildings use a “false front” to achieve the impression of height. This façade treatment, when used on a relatively narrow building, stresses the strong vertical elements in the structure and creates an impressive image.

Buildings are also made to appear larger by creating a series of attached facades, linking several smaller structures to create the appearance of one large building. These techniques lead to a more impressive appearance without losing pedestrian scale or blocking views and light.





### Similarity of Material

Brick and stone masonry construction is common, especially along Branch and Bridge Streets. Although some exteriors have been painted, such as the Olohan Building, the buildings retain many architectural details of “brick front” construction. This was one of the most popular storefront types of vernacular design, and incorporated commercial establishments on the ground floor with storage, offices or living quarters on the second level. An unusual vernacular style that uses locally quarried yellow stone is also found in the Village Downtown district. The unifying element is the stone itself, which calls for simplicity of construction and ornamentation, but the buildings using this material vary significantly in design. Another common material is wood siding, especially clapboard or weatherboard.

### Sense of Experimentation

Although similar architectural styles are evident, and many elements are common, there is no one predominant architectural style, and elements are often combined in creative ways. The historic character, however, is maintained.

### Pedestrian Orientation

Most commercial buildings have large display windows and a main entrance that faces the street, oriented to pedestrian traffic. There is no setback from the sidewalk, and buildings are generally designed and detailed to human scale, contributing to an atmosphere where pedestrians feel comfortable.

### Variety in Building Form

There is sufficient variety in height, mass, scale and proportion to create visual interest in the Village Core Downtown Area. There is also a mixture of uses that includes retail

establishments, cafes, restaurants and offices, often within the same block.



## DESIGN GUIDELINES AND STANDARDS

### Mixed Use Projects Within the Village Core Downtown

Mixed use projects within the Village Core Downtown shall be predominantly commercial in character. Upper story residential and office uses designed to be compatible with ground floor retail uses are appropriate. Design of mixed use projects shall not impede pedestrian flow or disrupt concentration of retail, cultural and entertainment uses.

The following building elements shall NEITHER overpower the project or detract from the visual continuity of the streetscape or neighborhood NOR produce redundancy in feature or pattern that is discordant with the historic character of the district:

- Building scale
- Building form
- Building façade
- Building entrance
- Roofline
- Fencing, rails or trellis
- Archways, columns or towers
- Doors and windows
- Signage or feature designed for sign placement
- Colors

**Site Design**

1. All new projects or renovations shall adhere to the site development standards of the Development Code.
2. The existing front setbacks of zero to fifteen feet (0' to 15') shall be required with main entries facing the street. A majority of the building frontage shall face the street and incorporate design features oriented to the pedestrian.
3. Streetscape improvements shall complement the existing design sidewalk paving, lighting schemes and street furniture within the district.
4. All enclosures for service areas, trash or recycling containers shall be designed as part of the overall project or building. Materials, textures and colors should be consistent with those of the proposed project and compatible with adjacent buildings.
5. Landscaping shall retain existing trees and plants as much as possible. Street trees and sidewalk planters shall be incorporated where feasible and pedestrian circulation will not be obstructed. (Streetscape elements within the public right-of-way, require an Encroachment Permit from the Public Works Department.) Landscaping in parking areas shall conform to the requirements of Title 16 of the Municipal Code (Development Code).

**Building Design**

1. The height of new buildings shall not exceed development standards allowed in Title 16 of the Municipal Code. Scale and massing of any building within this area shall be consistent with that of the neighboring buildings, as described above in "Similarity in Height, Scale and Massing".

2. The existing pattern of building façades shall be incorporated into new development projects. Dominant façade designs incorporate either brick front elements or parapet features. Roof patterns generally associated with residential buildings such as gable, hip or gambrel are generally not appropriate for commercial building frontages in the Village Core Downtown District.
3. For retail commercial buildings, display windows should complement the design of surrounding historic buildings and shall be oriented to pedestrian traffic.
4. Transoms are common over display windows, and were used for light and ventilation. When possible, transoms should be incorporated into new building design, and existing transoms should be used in building renovations.
5. New construction should include elements such as cladding, roof structure and ornamentation common to the district. All new projects shall use materials – including roof materials – that fit within the character of the Village Core Downtown district. By using similar materials or replicating these materials on all projects and restorations, the existing character will be reinforced and extended.
6. Decorative fixtures, including awnings, signs, and lighting, shall be integrated with other design elements of the structures.

**Construction Materials**

1. Brick and stone masonry are the most common façade materials used on historic character structures in the Village Core Downtown district, and are acceptable façade materials. Some brickwork has been painted, and this is consistent with design style of the 1870-1939 period.

Other acceptable façade materials include yellow sandstone (such as that on the I.O.O.F. building), and wood cladding. Wood cladding shall be of painted clapboard, painted weatherboard, or board and batten styles.

Materials of similar design, color and texture may be considered. Smooth plywood panels are not appropriate unless detailed for the historic period.

2. Window sashes shall be of wood or painted steel, and consistent with the historic period. Materials that approximate the appearance of original materials may be substituted subject to the approval of the Architectural Review Committee, but unfinished aluminum is not allowed.
3. Door materials were traditionally wood panel and glass, either single or double. New or replacement doors shall be wood or an approved substitute material that approximates the appearance of original materials. Aluminum entry doors with large glass panels are inappropriate for the Village Core Downtown District.
4. Original decorative details should be retained during renovation. If the original materials have deteriorated and must be removed, they shall be replaced with materials that match as closely as possible the original in design, color, and texture.
5. Reflective glass is not appropriate in the Village Core Downtown District. Stained glass may be used as an accent material if it is consistent with the historic period of the building.

#### **Building colors**

1. The number of colors used on a building should be kept to a minimum.

2. While bright colors may be used for limited accent, their use is subject to review by the Architectural Review Committee (ARC).
3. Color samples shall be submitted as part of Plot Plan Review or Conditional Use Permit process.
4. The use of fluorescent, “neon” or “day-glo” colors on building facades is not appropriate, historic base colors should be used instead.
5. Accent colors used for ornamentation, awnings, dentils, friezes or other details shall harmonize with the predominant building color.
6. Color palettes shall complement the majority of the neighboring buildings and be consistent with the historic period.

## ATTACHMENT 7





