

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

**August 21, 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 Juette, C.J.  
Horstman, Glenn Martin, Janet Huston

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

**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.**

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**1. CALL TO ORDER**

Chair Martin called the meeting to order at 2:40 pm.

**2. ROLL CALL**

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

**3. FLAG SALUTE**

Chair Martin 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 Lori Mainini Hall  
Seconded by Janet Huston

Approve the Minutes of the July 17, 2023 Regular Meeting with the addition of details pertaining to the allowable sign location on the awning for Item 8.b.

AYES (4): Lori Mainini Hall, C.J. Horstman, Glenn Martin, and Janet Huston

ABSTAINED (1): Kristin Juette

Passed (4 to 0)

## 8. **PROJECTS**

### 8.a **Consideration of Architectural Details Associated with Plot Plan Review 23-014; Installation of a Two-Space Permanent Parklet; Location – 131 East Branch Street; Applicant – Denise Andreini, Café Andreini**

(HOLUB)

Associate Planner Holub presented the staff report providing an overview of the parklet program, existing conditions of the subject parklet and the proposed parklet floor plan, furniture, shade structures, and landscaping. He also described the applicable design guidelines and how the proposal is in compliance. He also answered questions from the Committee about locations and screening of the trash receptacles and the size of the existing parklet.

Denise Andreini, project applicant, spoke in support of the project and answered questions about the existing and proposed lighting and the size of the parklet. She also stated that she prefers all of the parklets to include landscaping beyond the two planters that are part of the perimeter barriers.

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

The Committee was supportive of the proposed colors, materials, and layout of the design, and found it consistent with the Municipal Code standards and applicable Village Design Guidelines. A suggestion was made to use a wine barrel to disguise the trash receptacles in the parklet that are visible from the public right of way. The Committee was supportive of the suggestion to install flower boxes, or other items that provide additional low screening from traffic that would prevent patrons from sitting on the barriers or reaching into traffic while inside the parklet.

Moved by C.J. Horstman  
Seconded by Kristin Juette

The Committee recommends that the Community Development Director approve the architectural details for PPR23-014, with the suggestion that the applicant use a wine barrel to disguise the trash receptacles in the parklet.

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

Passed (5 to 0)

**8.b Consideration of Architectural Details Associated with Plot Plan Review 23-010; Installation of a Two-Space Permanent Parklet; Location – 116 West Branch Street; Applicant – Laura Beth Amy, Humdinger Brewing**

(HOLUB)

Associate Planner Holub presented the staff report, referencing the previously stated background about the parklet program, existing conditions of the subject parklet and the proposed parklet floor plan, furniture, shade structures, and landscaping. He also described the applicable design guidelines and how the proposal is in compliance with those.

Lee Samways and Laura Beth Amy, project applicants, explained that the flooring material of the parklet will be changed to a composite wood material and new, more attractive tables will replace the existing tables in the parklet.

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

The Committee found the colors and materials proposed to be consistent with the Design Guidelines and applicable Municipal Code standards. The Committee was also supportive of the new flooring material, and suggested that the applicant use a wine barrel to disguise the trash receptacles if one were to be placed in the parklet. The Committee was supportive of the suggestion to install flower boxes, or other items that provide additional low screening from traffic that would prevent patrons from sitting on the barriers or reaching into traffic while inside the parklet.

Moved by C.J. Horstman  
Seconded by Kristin Juette

The Committee recommends that the Community Development Director approve the architectural details for PPR23-010 with the suggestion that the applicant use a wine barrel to disguise any trash receptacles that are placed in the parklet in the future.

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

Passed (5 to 0)

**8.c Consideration of Conditional Use Permit 23-005; Remodel of Existing Buildings, Construction of a New Quadruplex and a New Mixed-Use Building and an Addition to an Existing Residential Unit; Location – 316 South Halcyon Road; Applicant – Drew Van De Vanter**

(HOLUB)

Committee Member Horstman recused himself at 3:30pm stating a conflict of interest because he works for the architectural firm proposing the project.

Associate Planner Holub presented the staff report describing the existing development on the project site, the proposed project, the development standards for the zoning district, and the permitting process. He also explained how the project is consistent with General Plan policies. He provided specific details about the number of units, density calculations for the project, colors, materials, and landscaping proposed. Associate Planner Holub also answered questions

from the Committee about the proposed colors, the permeable paver driveway, and the street trees.

Drew Van De Vanter, project applicant, explained that the project proposes to use the colors and materials that currently exist on the commercial structure throughout the entire site. He also answered questions about the existing and proposed trees on the project site. He also explained that the trash enclosure is proposed to consolidate the trash receptacles which are currently scattered throughout the site.

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

The Committee was supportive of the project as proposed and appreciated the agrarian style proposed, finding it appropriate for the site and compatible with the surrounding area. The Committee also appreciated the remodeling and update to the existing buildings and supported the addition of new housing units.

Moved by Janet Huston  
Seconded by Lori Mainini Hall

The Committee recommends that the Planning Commission approve the project as submitted.

AYES (4): Lori Mainini Hall, Kristin Juette, Glenn Martin, and Janet Huston

ABSENT (1): C.J. Horstman

Passed (4 to 0)

**9. DISCUSSION ITEMS**

None.

Committee Member Horstman returned to the meeting at 3:58pm.

No discussion items.

**10. COMMITTEE COMMUNICATIONS**

The Committee expressed their excitement for the installation of the permanent parklets.

Committee Member Hall announced that she will be unavailable for any meetings between August 31st and September 7th.

**11. STAFF COMMUNICATIONS**

Planning Manager Perez announced that the September 4th meeting will be cancelled due to the Labor Day holiday and that a special meeting of the ARC may be necessary prior the next scheduled meeting on September 18th due to the number of applications awaiting review.

Associate Planner Holub informed the Committee that staff is in the process of designing new wayfinding signage in the Village along with the parklet program.

**12. ADJOURNMENT**

The Meeting adjourned at 4:05 pm.

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Glenn Martin, Chair

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Andrew Perez, Associate Planner