ARC

COMMERCIAL, MULTIFAMILY (3+ UNITS), & OTHER

Division of Planning, Engineering, and Environmental Compliance
City of Monterey

Introduction
The purpose of Architectural Review is to promote orderly development, to ensure high quality design that is harmonious with its surroundings, to implement the General Plan, as well as Area or Neighborhood Plans, and to preserve and promote the visual character of the City.

Applicability
Architectural Review is required for New Construction or Exterior Alterations to any multi-family (3+ units) residential, commercial, industrial, or mixed-use building or site.

Exempt Projects
The following projects are *exempt* from Architectural Review:

- Building or Site Maintenance;
- Repair or replacement of windows, siding, roofs, etc. when same or similar materials are used;
- Replacement of individual plants, shrubs or trees with comparable types and quantity;
- Exterior alterations that are not visible from beyond the property lines, from an adjacent parcel, or from a public right-of-way;
- Projects approved by the Historic Preservation Commission, unless specifically delegated.

Two Part Process
Architectural Review consist of two steps: Preliminary Design Review and Final Design Review. Preliminary Design Review considers the general siting, form, mass, architectural style, as well as the view, privacy, and living environment impacts on nearby properties. Final Design Review considers the exterior finish, colors, materials, landscaping, lighting, fencing, and all other exterior features. Both levels of review consider consistency with the General Plan, and any applicable Area or Neighborhood Plan, design guidelines, or similar document.

Administrative vs. Committee Review
Certain projects may be reviewed administratively by City staff while others require the full consideration of the ARC. When Architectural Review is required, the following project types are eligible for Administrative Review:

- Exterior alterations to any nonresidential structure that does not increase floor area or building height and is consistent with building architecture.
- Wireless communication equipment when equipment or screening is not visible from off-site.
- Exterior alterations that primarily serve to improve compliance with the Americans with Disabilities Act (AD) and are consistent with building architecture.
- Changes in landscaping with no increase in paved surface and no net decrease in plant numbers.
- Any project concurrently requiring a Use Permit, Variance or similar approval from the Zoning Administrator.

The following project types are ***not*** eligible for Administrative Review, but require review by the full ARC:

- New Construction of any nonresidential structure.
- Exterior alterations to any nonresidential structure that increases floor area or building height.
- Wireless communication equipment when equipment or screening is visible form off-site.
- Changes in landscaping with an increase in paved surfaces or net decrease in plant numbers.

- Any project occurring on publicly-owned or controlled property, including Fisherman's Wharf, City Hall, etc.
- Any project concurrently requiring a Use Permit, Variance or similar approval from the Planning Commission.
- Any other project requiring Architectural Review and not explicitly described above.

Staff, the applicant, or any member of the public may refer or request referral of any project to the full Architectural Review Committee for any cause. A request from the applicant or public to refer the project must be received prior to, or within ten days following, an Administrative decision.

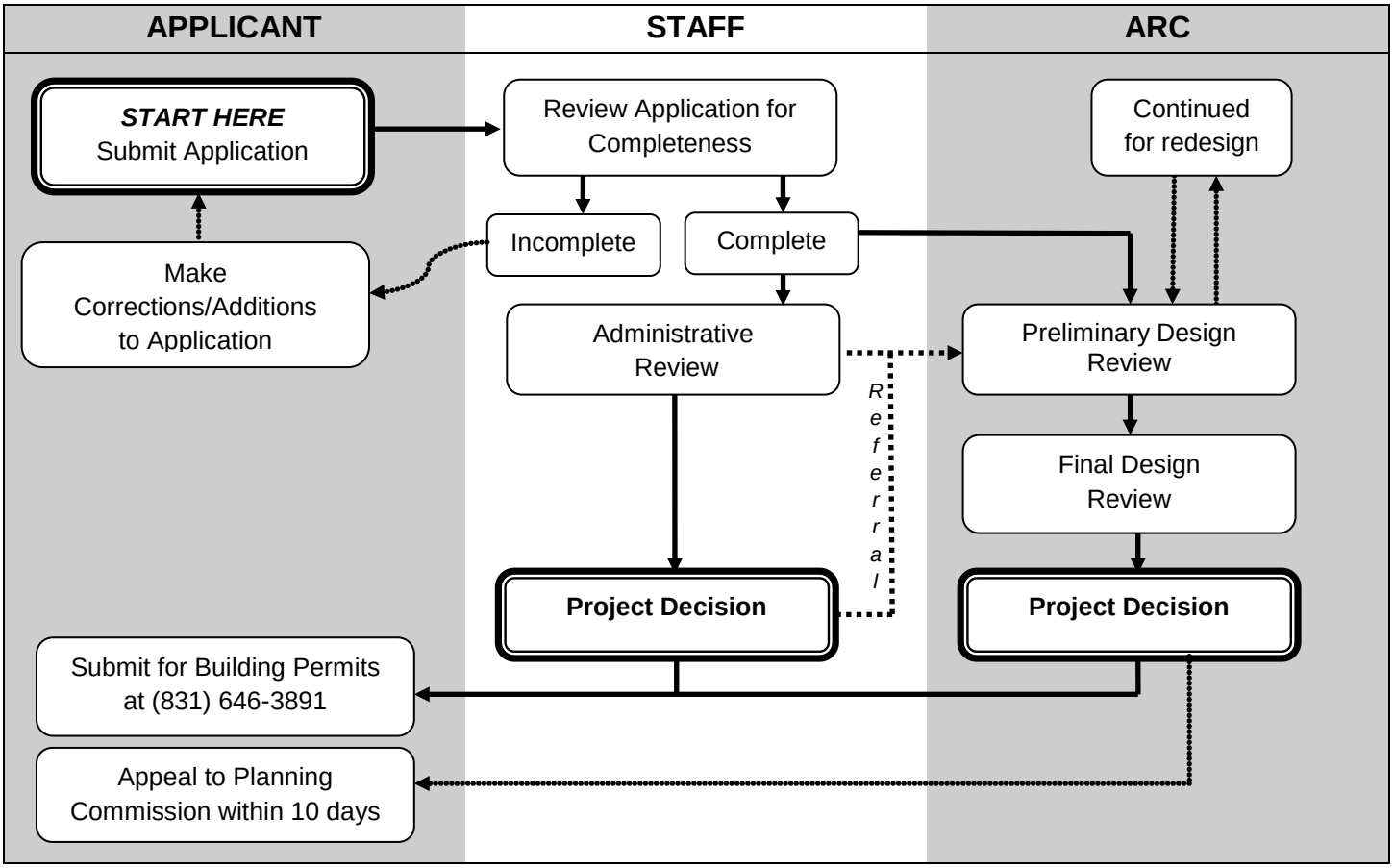
Timing

In order for the ARC to consider an application, it must first be determined to be complete by City staff. Any addition involving construction greater than one story, an increase in height, or as directed by the Architectural Review Committee, requires that story-poles be installed at least 10 days prior to the hearing or Administrative decision. Incomplete applications, or those lacking story-poles, will not be scheduled for a hearing or Administrative decision. Once complete, the application is generally scheduled for hearing within 30 days on a first-come, first-served basis. A commitment for consideration at a specific hearing date cannot be made prior to determining the completeness of the application. At the hearing, the ARC may choose to approve the project, approve it with conditions, deny the project, or continue it for redesign. Any project decision may be appealed unless it is continued. If an application is continued, the resubmittal will be reviewed by staff for completeness and will be rescheduled for a future hearing. If not appealed, all ARC decisions are final. Administrative review similar, though staff will not deny or continue a project, but will instead refer it to the ARC for consideration.

Fees (see current fee schedule)

- ❑ Minor (modifications to existing commercial or multifamily buildings)
- ❑ Major (new commercial or multifamily buildings)

TYPICAL ARC PROCESS



SUBMITTAL CHECKLIST

Every application must include both Application Forms and Plans.
The specific requirements are described below[1].

APPLICATION FORMS

1. Project Application Form –
   - ❑ The wet signature of the owner is required.
   - ❑ This form is two-sided.
   - ❑ Also available at http://www.monterey.org/

2. Green Building Program Schedule - Please contact the Permits and Inspection Services Division at (831) 646-3891 if you have any questions.

PLANS – PART I
PRELIMINARY DESIGN REVIEW

3. General
   - ❑ Two full-sized sets (24" x 36"min.); One reduced-size set (11" x 17").
   - ❑ Title Block with Applicant's Name, Owner's Name, Contact Information, and Accurate Date.
   - ❑ Project Summary.
     - ❑ Lot Area
     - ❑ Square Footage – Existing, Proposed, and Total
     - ❑ Lot Coverage
     - ❑ Floor Area Ratio (FAR) – Measure to outside of exterior walls and count stairs twice.
   - ❑ Title Block with Address or APN.
   - ❑ Include a North Arrow on Each Plan Sheet,
   - ❑ Use a Minimum 1/8" = 1' scale for Site Plan and 1/4" = 1' scale for all others.
   - ❑ Summary Table describing Existing & Proposed Floor Area, Lot Coverage, Grading, etc.
   - ❑ Table of Tree Removal Schedule

4. Site Plans – *Existing and Proposed*
   - ❑ Property lines & required yard setbacks. Include the dimensions of each.
   - ❑ Show the following site features and indicate their status (to be added, removed, relocated, or unchanged).
     - ❑ All existing structures (buildings, garages, sheds, trash enclosures, free standing signs, trellises, etc.),
     - ❑ Impervious surfaces (driveways, parking areas, walkways, or patios),
     - ❑ Adjacent off-site improvements (sidewalk, curb, gutter, or street trees),
     - ❑ All landscape areas, fences, retaining walls, and manufactured slopes,
     - ❑ On-site trees and large shrubs (over 6" in diameter as measured 4.5' above the ground) and indicate their status (to be preserved, removed, or relocated). If property is vacant, show all trees over 2" in diameter as measured 4.5' above the ground;
   - ❑ Existing and/or proposed floor elevation of the first floor of each structure.

[1] At the discretion of the Chief of Planning, Engineering and Environmental Compliance, submittal of any submittal items may be waived if the project can be sufficiently described and considered without such information. Please inquire prior to submittal of an application.

PLANS – PART I
PRELIMINARY DESIGN REVIEW (CONT.)

- ❑ A Topographic Survey prepared by a licensed surveyor is required for all projects that involve new work within 3' of a required front, rear, or side yard setback, or within 3' of the maximum height. Include spot elevations at property corners, at building corners, and at driveway corners and include slope contours, as appropriate. Shade areas of slope greater than 25%.

5. Floor Plans – *Existing and Proposed* (1/4" scale preferred)
   - ❑ Rooms - label and identify each room and identify its function.
   - ❑ Doors and Windows – show operation and size.
   - ❑ Fixtures - all plumbing fixtures, kitchen facilities, HVAC and similar permanent fixtures.
   - ❑ Show second and third-story outline on first story.
   - ❑ Show finish floor elevations at each separate floor level.

6. Roof Plan
   - ❑ Show roof slope, overhangs, skylights, chimneys, etc.
   - ❑ Identify roof material

7. Elevations – *Existing and Proposed*
   - ❑ Show all Exterior Finish Materials
   - ❑ Include all existing signs
   - ❑ Identify Roof Slopes
   - ❑ Doors and Windows – show operation and size
   - ❑ Show the Following Height Elevations:
     - ❑ Finished Grade at each Corner
     - ❑ Finish Floor Height of Each Floor,
     - ❑ Plate Height of Each Floor,
     - ❑ Rafter Edge,
     - ❑ Midpoint of Roof,
     - ❑ Ridge of Roof

8. Other Information – *May be required*
   - ❑ Building Sections – a minimum of two are required for multi-story buildings.

9. Engineer Verification Letter: If the project includes a new second or third-story over an existing one or two-story building <u>and</u> the plan does not include demolition of the existing building <u>and</u> there are existing site nonconformities, please submit a signed letter from a licensed Civil or Structural Engineer that clearly states that the existing building is structurally sound enough to support the second story without demolition.

PLANS – PART II
FINAL DESIGN REVIEW

10. PRELIMINARY DESIGN REVIEW PLANS – Include ARC-approved Preliminary Design Review plans with any required revisions made.
11. MATERIALS – Include all exterior materials for siding, roof, windows, doors, railings, trim, etc. Call out all materials on the elevation and include samples of any unique material.
12. PAINT – Include a painted 8.5" x 11" card for each proposed color. If addition will match, indicate. If more than one base color and one trim color will be used, show paint scheme on elevation.
13. DETAILS – Include details of light fixtures, unique rafter tails, moldings, trims, gutters, etc.
14. LANDSCAPE PLAN – Show landscape areas for entire site with fences, walls, etc. Include all existing and proposed trees, shrubs and general landscape materials, and photographs of all proposed plants.

If you have any questions regarding the above submittal requirements,
please contact the Planning Office at (831) 646-3885.