

## CALIFORNIA COASTAL COMMISSION

NORTH COAST AREA  
45 FREMONT, SUITE 2000  
SAN FRANCISCO, CA 94105-2219  
(415) 904-5260

# Th 5



September 8, 1997

TO: Commissioners and Interested Persons

FROM: Steven F. Scholl, Deputy Director  
Bill Van Beckum, Coastal Planner

SUBJECT: PROPOSED DE MINIMIS AMENDMENT (NO. 1-97) TO THE CITY OF HALF MOON BAY LOCAL COASTAL PROGRAM

The City of Half Moon Bay is proposing that its certified Local Coastal Program (LCP) be amended to modify LCP Zoning Code ordinance requirements for membership in the City's Architectural Review Committee (ARC), and to further specify, and clarify, design review applicability, noticing and approval provisions, and procedures for appealing and enforcing ARC decisions. This LCP amendment request was filed as complete on August 28, 1997, under Section 30514 of the Coastal Act and Title 14, Section 13553 of the California Code of Regulations.

The purpose of this notice is to advise interested parties of the determination by the Executive Director that the filed LCP amendment is "de minimis" under Section 30514 of the Coastal Act. A de minimis LCP amendment is a change to a local government's LCP which has no impact, either individually or cumulatively, on coastal resources.

In this case, the proposed LCP amendment involves clarifications to the Architectural Review and Site and Design Approval Ordinance (Ordinance Chapter 18.21) that will improve the ability of the City to implement and enforce the provisions of the ordinance. The ordinance, which was certified by the Coastal Commission on April 10, 1996, requires compliance with consistent design standards in order to "promote the orderly and harmonious development of the City's existing and new residential neighborhoods" and to "ensure that new development, alterations to existing structures and proposed demolition in the downtown historic area will be subjected to design review."

Proposed changes include modifying the qualifications required for membership in the ARC, further specifying which aspects of proposed projects are subject to design review, and clarifying noticing requirements, design approval criteria, enforcement provisions, and procedures for appealing ARC determinations. A copy of the City's LCP amendment request is attached as Exhibit 1, and includes the revised ordinance (Ordinance No. C-8-97) as adopted by the City Council on June 16, 1997, and the "strike outs and underlines version" (Final Draft, April 10, 1997) which shows where the proposed revisions occur in LCP Ordinance Chapter 18.21.

SUBJECT: PROPOSED DE MINIMIS AMENDMENT (NO. 1-97) HALF MOON BAY LOCAL  
COASTAL PROGRAM

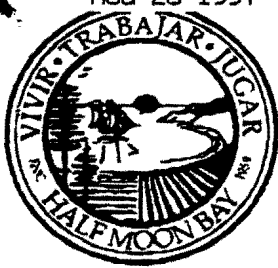
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The Executive Director has determined that the proposed LCP amendment will have no adverse impact on coastal resources because the changes proposed in the amendment merely involve clarifications designed to improve the implementation and enforceability of an ordinance intended to protect coastal visual resources.

Pursuant to Section 30514(d)(3)(A) of the Coastal Act, the proposed amendment has been noticed in the agenda for the Commission's September 11, 1997 meeting, located at Eureka Inn, 7th & "F" Streets, Eureka. Any public comments received will be made available to the Commission before the meeting. Pursuant to Section 340514(d)(3)(C) of the Coastal Act, if three or more members of the Commission do not object to the de minimis determination, then the LCP amendment will be deemed approved and will take effect ten days after the date of the Commission's meeting. Alternatively, if three or more members of the Commission object to the Executive Director's determination that the proposed amendment is de minimis, then the proposed amendment shall be set for a public hearing at a later date as a major LCP amendment.

For additional information, please contact Bill Van Beckum at the North Coast office in San Francisco (415)904-5260.

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**City of Half Moon Bay**  
 City Hall, 501 Main Street, P.O. Box 338  
 Half Moon Bay, CA 94019-0338

Date: August 26, 1997

To: Bill Van Beckum (Fax 904-5400)  
 Coastal Commission North Coast Office  
 45 Fremont St. Ste. 2000  
 San Francisco, CA 94105-2219

From: Amy French, Associate Planner  
 City of Half Moon Bay

EXHIBIT NO. 1
APPLICATION NO.
CITY OF HALF MOON BAY
LCP AMENDMENT NO.1-97

This letter accompanies our application requesting a de minimis approval of an LCP Amendment application. On June 17, 1997, after seven public hearings on the matter, the City Council of the City of Half Moon Bay approved an amendment to Chapter 18.21 of the City's Zoning Code by Ordinance, which constitutes a revision to certified text. In adopting the Revised Ordinance, the City Council was exercising their intent to carry out the LCP in a manner fully consistent with the California Coastal Act. The City Council intended for the amended Ordinance to take effect automatically upon Coastal Commission approval.

There were four hearings before the Planning Commission (12/12/96, 2/27/97, 3/27/97 and 4/10/97), and three hearings before the City Council (5/6/97, 6/3/97, and 6/17/97). The only comments received on the matter were those which were presented by the Architectural Review Committee members and others at the public hearings.

Enclosed are the following documents:

**Application for De Minimis LCP Amendment**

A copy of the Ordinance adopted by City Council on June 17, 1997

A copy of the strike outs and underlines version of the revised Ordinance

Copies of minutes from public hearings on the matter.

Staff Reports regarding the proposed amendment.

Planning Commission Resolution forwarding recommendation to Council.

Copy of sample notice published in the Half Moon Bay Review.

It should be noted that: (1) the amendment will effect all areas of the City, which are currently subject to the existing provisions of Chapter 18.21; (2) The amendment will not have any adverse affect upon Coastal Access, (3) no map amendments are necessary to implement the amendment, and (4) the ordinance amendment is exempt from CEQA.

We request that this amendment be considered at the earliest possible meeting.

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**ORDINANCE NO. \_\_\_ C-8-97**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING THE MUNICIPAL CODE BY RESCINDING CHAPTER 18.21 OF THE ZONING CODE AND ADOPTING BY REFERENCE THE REVISED ZONING CODE CHAPTER 18.21, ARCHITECTURAL REVIEW AND SITE AND DESIGN APPROVAL**

IT IS HEREBY ORDAINED by the City Council of the City of Half Moon Bay to amend the Half Moon Bay Municipal Code as follows:

SECTION 1: Ordinance C-4-96, adopted March 19, 1996.

SECTION 2: Chapter 18.21 of Title 18 of the Half Moon Bay Municipal Code, adopted by Ordinance C-4-96 is hereby rescinded in its entirety.

SECTION 3: A new Chapter 18.21 is hereby added to Title 18 (Zoning Code) of the Half Moon Bay Municipal Code, to read as follows:

**CHAPTER 18.21**

**ARCHITECTURAL REVIEW AND SITE AND DESIGN APPROVAL**

**Sections:**

- 18.21.010 Purpose
- 18.21.015 Architectural Review Committee
- 18.21.020 Authority
- 18.21.025 Application
- 18.21.030 Review of Project Features
- 18.21.035 Design Approval Criteria
- 18.21.040 Findings
- 18.21.045 Appeals
- 18.21.050 Enforcement
- 18.21.055 Expiration of design approval
- 18.21.060 Fees
- 18.21.065 Public Notices
- 18.21.070 Applicability

**18.21.010 Purpose.** The purpose of establishing the design review process set forth in this Chapter is:

A. To determine whether proposed projects are in compliance with the regulations in this Chapter;

B. To promote the orderly and harmonious development of the City's existing and new residential neighborhoods;

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C. To ensure that new development, alterations to existing structures and proposed demolition in the downtown historic area will be subjected to design review; and

D. To require commercial, industrial or institutional projects to comply with consistent design standards.

**18.21.015 Architectural Review Committee.** An Architectural Review Committee is created, consisting of one architect, one design professional (i.e., architect, landscape architect, urban design professional, historic building specialist, registered civil engineer, or "design professional" as broadly interpreted), and one layperson who shall reside within City limits. The Architectural Review Committee (A.R.C.) members shall be appointed by the City Council and shall serve at the pleasure of the City Council for a term of two years.

A joint meeting of the City Council, Planning Commission and Architectural Review Committee shall be held annually to discuss design review policies. Each member shall serve until his or her successor is qualified and appointed. The A.R.C. may adopt such rules as needed for the conduct of its deliberations including the selection of a member who shall serve as chairman. The staff secretary of the Planning Commission shall serve as secretary to said committee. The Planning Director shall serve as member ex-officio, but shall have no vote except when a quorum of the Architectural Review Committee does not exist, the Planning Director may act as a voting member. Said Committee shall carry out the duties hereinafter specified in this Chapter.

**18.21.020 Authority.** Prior to the issuance of any Building Permits for new construction, alterations, or additions to any residential, commercial, industrial, or institutional building, the Planning Director shall review the plans submitted for each proposed project to establish the appropriate level of review as set forth herein:

**A. Residential Projects:**

1. Approval by the Architectural Review Committee is required:

a. For the construction of any new residence or accessory structure on a property within the Downtown Historic Area, and for any alterations or additions to an existing residence within the Downtown Historic Area.

b. For any new residential structure(s) and landscaping within a Planned Unit Development project unless specific design criteria or development standards are adopted in conjunction with a Planned Unit Development Plan, or a Homeowners Association Architectural Review Committee has been established for the project area.

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c. For any new residential structure or modifications to an existing structure requiring a discretionary permit such as a Parking Exception, Variance, or Use Permit.

d. For the construction of a new single family residence or remodels and additions to an existing residence, accessory structures, or site improvements which may otherwise be exempt from the provisions of this Chapter that the Planning Director has determined may not be consistent with the Standards for Review set forth in this Chapter. All exterior modifications shall be subjected to preliminary Staff Design Review during the Building Permit plan check process.

e. For the construction of any new duplex or significant exterior alterations or site improvements to an existing duplex.

2. Architectural Review Committee and Planning Commission approval of a Site and Design Permit are required for the construction of any multiple family residential structure with more than two units on a single building site, and for additions, significant exterior alterations or improvements to any multi-family structure and/or site.

**B. Commercial/Industrial/Institutional Projects:**

1. Architectural Review Committee approval is required:

a. Prior to consideration by the Planning Commission of discretionary permits such as a Variance and/or Use Permit where new construction, exterior building modifications or site improvements are proposed.

b. For sign designs submitted with a Sign Permit application to be approved by the Planning Director.

c. For additions of less than 10% of the floor area of existing buildings,

d. Remodels to existing buildings, new accessory structures or site improvements which may otherwise be exempt from the provisions of this Chapter that the Planning Director has determined to be significant and/or inconsistent with the Standards for Review set forth in this Chapter. All exterior modifications shall be subjected to Staff Design Review during the Building Permit plan check process.

2. Architectural Review Committee and Site and Design approvals are required:

a. For the construction of any new commercial, industrial, or institutional building and associated site improvements including landscaping and parking lot plans.

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b. For the construction of any addition of 10% or more of the existing floor area in any one year period or for any increase in building height of an existing building.

c. For the change of an existing residential building to any commercial, industrial, or institutional use.

d. For any change in the intensity of use of an existing building resulting in significant exterior modifications or site improvements, additional floor area and/or need for additional parking spaces.

**C. Staff Design Review of Exempted Projects:**

1. For any proposed project specifically exempted from the requirements for consideration by the Architectural Review Committee and or approval of a Site and Design Permit by the Planning Commission, the Planning Director shall review the plans submitted to determine conformance with the Findings and Standards for Review set forth in this Chapter.

2. In the event the Planning Director determines that the proposed new construction or alterations are not consistent with the Findings and Standards for Review set forth in this Chapter, the Planning Director shall:

a. within five working days of making that determination inform the applicant in writing; and

b. provide the applicant with specific recommendations to bring the proposed project into conformance with the Findings and Standards for Review set forth in this Chapter.

c. In the event the applicant and Planning Director cannot satisfactorily resolve the design issues and bring the project into conformance with the Findings and Standards for Review, the Planning Director shall forward the applicants plans to the Architectural Review Committee for their consideration on a no fee basis. All recommendations of the Architectural Review Committee shall be incorporated into the final project plans unless appealed to the Planning Commission by the applicant. An applicants appeal of the Architectural Review Committee recommendations shall be accompanied by a fee as established by the City Council.

3. The Planning Director shall provide an annual report to the Planning Commission and City Council on all exempted projects which received Staff Design Review and were not reviewed by the Architectural Review Committee.

**18.21.025 Application.**

A. Application shall be made on a form prescribed for this purpose by the City in accordance with the following:

1. For consideration by the Architectural Review Committee, a completed application package shall be submitted at least two weeks prior to a regularly scheduled meeting in order to be heard at such meeting
2. For consideration by the Planning Commission of a Site and Design Permit, a completed application package shall be submitted at 30 days prior to a regularly scheduled meeting in order to be heard at such meeting. Planning Commission consideration shall be subsequent to final action by the Architectural Review Committee.

B. The application shall be accompanied by such maps, samples of proposed colors and exterior materials, location and types of all signs to be placed on the building, site plans, all elevations and other drawings as are necessary to enable the Planning Director, Architectural Review Committee, and Planning Commission to make determinations as set forth in this Chapter.

C. There shall be no separate application for Staff Design Review, which will take place in conjunction with the application for Building Permit(s).

**18.21.030 Project Design Review**

A. The Architectural Review Committee (ARC) is empowered to evaluate each of the items listed below to determine that the proposed project is not in conflict with the provisions of this chapter or the General Plan. The ARC may review:

- (1) The character and quality of design;
- (2) The design and aesthetic compatibility with neighboring properties and uses including visibility and effect upon view at all site lines;
- (3) Site development characteristics including but not limited to the building(s) coverage, setbacks, height, location on the site, scale, and use of open space.
- (4) Other on-site improvements including, but not limited to parking and other paved areas, landscaping, lighting, signs and graphics, artwork, sculpture, fountains and other artistic features;
- (5) The building materials and colors;
- (6) The pedestrian, equestrian, bicycle, and vehicular circulation;
- (7) The disturbance of existing topography, trees, shrubs, and other natural features;
- (8) The accessory structures, including garages, sheds, utility facilities, and trash and recycling enclosures;
- (9) Building exterior features including but not limited to the lighting, stairs, ramps, elevators, downspouts, flues, chimneys, exhaust fans, air-conditioning equipment, elevator equipment, fans, cooling towers, antennas, and similar structures placed upon



- the roof or the exterior of the building which are visible from the street or any building in the immediate vicinity, the sunshades, awnings, louvers, and any visible device for deflecting, filtering, or shielding the structure or interior from the elements, the balconies, penthouses, loading docks, and similar special purpose appendages and accessory structures;
- (10) Energy efficiency and renewable energy design elements including, but not limited to exterior energy design elements, internal lighting service and climatic control systems, and building siting and landscaped elements;
- (11) Such other features as affect the design and ultimate appearance of the work as determined by the Architectural Review Committee.
- B. The ARC may recommend requirements which are more restrictive than the development standards set forth in the City's Zoning Code, when it concludes such requirements are necessary either to promote the internal integrity of the design of the project or to assure compatibility of the proposed project's design with its site and surroundings.

**18.21.035 Design Approval Criteria.** In carrying out the purposes of this Section, the Planning Director, Architectural Review Committee and Planning Commission shall consider in each specific case any and all of the following criteria as may be appropriate:

- A. Where more than one building or structure will be constructed, the architectural features and landscaping thereof shall be harmonious. Such features include height, elevations, roofs, material, color and appurtenances.
- B. Where more than one sign will be erected or displayed on the site, the signs shall have a common or compatible design and locational positions and shall be harmonious in appearance.
- C. The material, textures, colors and details of construction shall be an appropriate expression of its design concept and function, and shall be compatible with the adjacent and neighboring structures and functions. Colors of wall and roofing materials shall blend with the natural landscape and be nonreflective.
- D. The design shall be appropriate to the function of the project and express the project's identity;
- E. The planning and siting of the various functions and buildings on the site shall create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;
- F. Roofing materials shall be wood shingles, wood shakes, tile, or other materials such as composition as approved by the appropriate design review authority. No mechanical equipment shall be located upon a roof unless it is appropriately screened.

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- G. The proposed development shall be compatible in terms of height, bulk and design with other structures and environment in the immediate area.
- H. The proposed design shall be consistent with the applicable elements of the General Plan;
- I. If the project site is located in an area considered by the committee as having a unified design character or historical character, the design shall be compatible with such character.
- J. The design shall promote harmonious transition in scale and character in areas located between different designated land uses;
- K. The design shall be compatible with *known and* approved improvements and/or future construction, both on and off the site;
- L. The planning and siting of the various functions and buildings on the site shall create an internal sense of order and provide a desirable environment for occupants, visitors, and the general community;
- M. Sufficient ancillary functions provided to support the main functions of the project shall be compatible with the project's design concept;
- N. Access to the property and circulation systems shall be safe and convenient for equestrians, pedestrians, cyclists, and vehicles;
- O. The amount and arrangement of open space and landscaping shall be appropriate to the design and the function of the structures;
- P. Landscaping shall be in keeping with the character or design of the building, and preferably clustered in natural appearing groups, as opposed to being placed in rows or regularly spaced.
- Q. Where feasible, natural features shall be appropriately preserved and integrated with the project;
- R. The landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors, shall create a desirable and functional environment and the landscape concept shall depict an appropriate unity with the various buildings on the site;
- S. Plant material shall be suitable and adaptable to the site, shall be capable of being properly maintained on the site, and shall be of a variety which would tend to be

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drought-resistant and to reduce consumption of water in its installation and maintenance;

T. The design shall be energy efficient and incorporate renewable energy design elements including, but not limited to:

- (1) Exterior energy design elements,
- (2) Internal lighting service and climatic control systems, and
- (3) Building siting and landscape elements.

**18.21.040 Findings.** The Planning Director, Architectural Review Committee, and Planning Commission shall determine from the data submitted whether the proposed project will be in conformance with the provisions of this Chapter and shall approve the application upon making a positive finding. The application may be disapproved, may be approved as submitted, or may be approved subject to conditions, specified changes and additions. In approving any project, the Planning Director, Architectural Review Committee, or Planning Commission shall find that such buildings, structures, planting, paving and other improvements shall be so designed and constructed that they will not be of unsightly or obnoxious appearance to the extent that they will hinder the orderly and harmonious development of the City, impair the desirability or opportunity to attain the optimum use and the value of the land and the improvements, impair the desirability of living or working conditions in the same or adjacent areas and/or otherwise adversely affect the general prosperity and welfare.

**18.21.045 Appeals.**

A. Appeals from determination by the Planning Director and Architectural Review Committee shall be made to the Planning Commission. Notification of appeal of any ARC decision shall be forwarded to ARC members at least ~~seven~~ ~~five~~ days in advance of the Planning Commission hearing of the appeal request, so that ARC members may attend the Planning Commission hearing to offer clarification on recommendations and otherwise participate in any discussions on the matter.

B. Appeals from Planning Commission decisions on any Site and Design Permit shall be made to the City Council. Notification of appeal of any Planning Commission decision shall be forwarded to Planning Commissioners at least ~~seven~~ ~~five~~ days in advance of the City Council hearing of the appeal request, so that Planning Commissioners may attend the City Council hearing to offer clarification on recommendations and otherwise participate in any discussions on the matter.

C. Appeals shall be made in writing and must be filed with the City Clerk within ~~seven~~ ~~ten~~ working days after a decision by the Planning Director, Architectural Review Committee, or Planning Commission.

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D. Any Council members may call up for Council review a decision of the Planning Commission under this Chapter, by filing a written request therefor with the City Clerk within seven ten days of a Planning Commission decision. Said call up shall be handled like an appeal.

**18.21.050 Enforcement.** All findings and determinations of the Planning Director, Architectural Review Committee, or Planning Commission shall be the responsibility and duty of the Planning Director to enforce. Any changes agreed upon by the applicant and the Planning Director and all conditions of approval imposed by the Architectural Review Committee, Planning Commission, and City Council shall be incorporated into the final project plans prior to the issuance of Building Permits.

A. All conditions of ARC approval, where granted, shall be implemented in construction of projects with approved Building Permits. Unless otherwise modified by the Planning Commission, Site and Design Permits shall include as a Condition of Approval, that all conditions of design review approval recommended by the Architectural Review Committee shall be included in project plans submitted for Building Permit, and shall be implemented in the construction of the project according to approved plans.

B. The Planning Director shall be responsible for enforcement of this Chapter.

**18.21.055 Expiration of design approval.** The design approval shall be null and void and a new application shall be required if a Building Permit has not been issued and construction has not commenced within one year from:

A. the date of the Architectural Review Committee, where no Planning Commission approval is required; or

B. the date of the Planning Commission approval. The expiration period of Planning Commission Approvals of discretionary approvals shall supersede the expiration date of ARC Approvals.

C. the date of Staff Design Approval, where Staff has determined that Planning Commission and ARC Approvals are not required in accordance with the requirements of this Chapter.

**18.21.060 Fees.** Fees for processing applications under this Chapter shall be established by Resolution of the City Council to compensate for actual costs of the processing.

**18.21.065 Public Notice.** Notice of projects to be reviewed by the Architectural Review Committee (ARC) shall be placed in a newspaper of general local circulation at least five days prior any ARC meeting. Notice of review by the Planning Commission of Site and

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Design Permit requests shall be placed in a newspaper of general local circulation at least seven days prior to the Planning Commission meeting. Notice of ARC appeals hearings shall be similarly published at least five days prior to the Planning Commission meeting at which the appeal shall be considered.

**18.21.070 Applicability.** The provisions of this Chapter shall be applicable in all Zoning districts, and in all Planned Unit Developments.

SECTION 4: The City Council hereby declares that it would have passed this Ordinance sentence by sentence, paragraph by paragraph, and section by section, and does hereby declare that any provisions in this Ordinance are severable and, if for any reason any sentence, paragraph or section of this Ordinance shall be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

SECTION 5: This Ordinance shall be published and posted according to law and shall take effect and be in force from and after thirty (30) days after its passage and adoption.

PASSED AND ADOPTED as an Ordinance of the City of Half Moon Bay at a regular City Council meeting thereof held on the 16 day of June, 1997.

AYES, Coleman, Cupp, Donovan, Patridge &  
Councilmembers: Mayor Ruddock

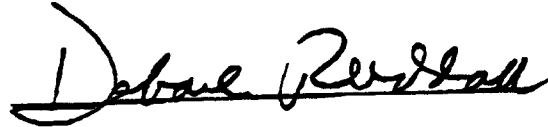
NOES,  
Councilmembers: \_\_\_\_\_

ABSENT,  
Councilmembers: \_\_\_\_\_

ABSTAIN,  
Councilmembers: \_\_\_\_\_

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Deborah Ruddock, MAYOR

ATTEST:



Dorothy Robbins, CITY CLERK

file: cc1821: May 29, 1997

**PASSED AND ADOPTED AT THE  
COUNCIL MEETING OF**

6-17-97

VR  
**CITY CLERK**

# City of Half Moon Bay

## Zoning Code Title 18

### FINAL DRAFT AMENDED CHAPTER 18.21

### ARCHITECTURAL REVIEW AND SITE AND DESIGN APPROVAL

**Sections:**

- 18.21.010 Purpose
- 18.21.015 Architectural Review Committee
- 18.21.020 Authority
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**18.21.010 Purpose.** The purpose of establishing the design review process set forth in this Chapter is:

- A. To determine whether proposed projects are in compliance with the regulations in this Chapter;
- B. To promote the orderly and harmonious development of the City's existing and new residential neighborhoods;
- C. To ensure that new development, alterations to existing structures and proposed demolition in the downtown historic area will be subjected to design review; and
- D. To require commercial, industrial or institutional projects to comply with consistent design standards.

**18.21.015 Architectural Review Committee.** An Architectural Review Committee is created, consisting of ~~one two architects and one landscape architect, one design professional, and one layperson who shall reside within City limits. The Architectural Review Committee (A.R.C.) members shall be appointed by the City Council and Members appointed to Architectural Review Committee (A.R.C.) shall serve at the pleasure of the City Council for a term of two years.~~

A joint meeting of the City Council, Planning Commission and Architectural Review Committee shall be held annually to discuss design review policies. Each

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B. The application shall be accompanied by such maps, samples of proposed colors and exterior materials, location and types of all signs to be placed on the building, site plans, all elevations and other drawings as are necessary to enable the Planning Director, Architectural Review Committee, and Planning Commission to make determinations as set forth in this Chapter.

C. There shall be no separate application for Staff Design Review, which will take place in conjunction with the application for Building Permit(s).

#### 18.21.030 Project Design Review

A. The Architectural Review Committee (ARC) is empowered to evaluate each of the items listed below to determine that the proposed project is not in conflict with the provisions of this chapter or the General Plan. The ARC may review:

- (1) The character and quality of design;
- (2) The design and aesthetic compatibility with neighboring properties and uses including visibility and effect upon view at all site lines;
- (3) Site development characteristics including but not limited to the building(s) coverage, setbacks, height, location on the site, scale, and use of open space.
- (4) Other on-site improvements including, but not limited to parking and other paved areas, landscaping, lighting, signs and graphics, artwork, sculpture, fountains and other artistic features;
- (5) The building materials and colors;
- (6) The pedestrian, equestrian, bicycle, and vehicular circulation;
- (7) The disturbance of existing topography, trees, shrubs, and other natural features;
- (8) The accessory structures, including garages, sheds, utility facilities, and trash and recycling enclosures;
- (9) Building exterior features including but not limited to the lighting, stairs, ramps, elevators, downspouts, flues, chimneys, exhaust fans, air-conditioning equipment, elevator equipment, fans, cooling towers, antennas, and similar structures placed upon the roof or the exterior of the building which are visible from the street or any building in the immediate vicinity, the sunshades, awnings, louvers, and any visible device for deflecting, filtering, or shielding the structure or interior from the elements, the balconies, penthouses, loading docks, and similar special purpose appendages and accessory structures;
- (10) Energy efficiency and renewable energy design elements including, but not limited to exterior energy design elements, internal lighting service and climatic control systems, and building siting and landscaped elements;



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(11) Such other features as affect the design and ultimate appearance of the work as determined by the Architectural Review Committee.

B. The ARC may recommend requirements which are more restrictive than the development standards set forth in the City's Zoning Code, when it concludes such requirements are necessary either to promote the internal integrity of the design of the project or to assure compatibility of the proposed project's design with its site and surroundings.

18.21.035 Design Approval Criteria. In carrying out the purposes of this Section, the Planning Director, Architectural Review Committee and Planning Commission shall consider in each specific case any and all of the following criteria as may be appropriate:

A. Where more than one building or structure will be constructed, the architectural features and landscaping thereof shall be harmonious. Such features include height, elevations, roofs, material, color and appurtenances.

B. Where more than one sign will be erected or displayed on the site, the signs shall have a common or compatible design and locational positions and shall be harmonious in appearance.

C. The material, textures, colors and details of construction shall be an appropriate expression of its design concept and function, and shall be compatible with the adjacent and neighboring structures and functions. Colors of wall and roofing materials shall blend with the natural landscape and be nonreflective.

D. The design shall be appropriate to the function of the project and express the project's identity;

E. The planning and siting of the various functions and buildings on the site shall create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;

F. Roofing materials shall be wood shingles, wood shakes, tile, or other materials such as composition as approved by the appropriate design review authority. No mechanical equipment shall be located upon a roof unless it is appropriately screened.

G. The proposed development shall be compatible in terms of height, bulk and design with other structures and environment in the immediate area.

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- H. The proposed design shall be consistent with the applicable elements of the General Plan:
- I. If the project site is located in an area considered by the committee as having a unified design character or historical character, the design shall be compatible with such character.
- J. The design shall promote harmonious transition in scale and character in areas located between different designated land uses:
- K. The design shall be compatible with known and approved improvements and/or future construction, both on and off the site:
- L. The planning and siting of the various functions and buildings on the site shall create an internal sense of order and provide a desirable environment for occupants, visitors, and the general community:
- M. Sufficient ancillary functions provided to support the main functions of the project shall be compatible with the project's design concept:
- N. Access to the property and circulation systems shall be safe and convenient for equestrians, pedestrians, cyclists, and vehicles:
- O. The amount and arrangement of open space and landscaping shall be appropriate to the design and the function of the structures:
- P. Landscaping shall be in keeping with the character or design of the building, and preferably clustered in natural appearing groups, as opposed to being placed in rows or regularly spaced.
- Q. Where feasible, natural features shall be appropriately preserved and integrated with the project:
- R. The landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors, shall create a desirable and functional environment and the landscape concept shall depict an appropriate unity with the various buildings on the site:
- S. Plant material shall be suitable and adaptable to the site, shall be capable of being properly maintained on the site, and shall be of a variety which would tend to be drought-resistant and to reduce consumption of water in its installation and maintenance:
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~~T. The design shall be energy efficient and incorporate renewable energy design elements including, but not limited to:~~

- ~~(1) Exterior energy design elements,~~
- ~~(2) Internal lighting service and climatic control systems, and~~
- ~~(3) Building siting and landscape elements.~~

~~18.21.030 Standards for Review. In carrying out the purposes of this section, the Planning Director, Architectural Review Committee, and Planning Commission shall consider in each specific case any and all of the following as may be appropriate:~~

~~A. The siting of any structure on the property as compared to the siting of other structures in the immediate neighborhood;~~

~~B. All structures shall be in good proportion; have simplicity of mass and detail; shall not strive for picturesque effect; there shall be an appropriate use of materials; colors shall be in good taste and never harsh or garish, but in harmony with themselves and their environment;~~

~~C. The size, location, design, color, number, lighting and materials of all signs and outdoor advertising structures shall be reviewed. No sign shall be approved in excess of the maximum limits set by an Ordinance of the City, but the size or number of signs in any area subject to design control may be reduced below this maximum number, or limits, set by such Ordinance or ordinances;~~

~~D. Landscaping shall be required on the site and shall be in keeping with the character or design of the building and existing trees shall be preserved wherever possible;~~

~~E. The size, location and arrangement of on site parking and paved areas;~~

~~F. Ingress, egress and internal traffic circulation;~~

~~G. All the above factors shall be related to the setting or established character of the neighborhood or surrounding area.~~

**18.21.040 Findings.** The Planning Director, Architectural Review Committee, and Planning Commission shall determine from the data submitted whether the proposed project will be in conformance with the provisions of this Chapter and shall approve the application upon making a positive finding. The application may be

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disapproved, may be approved as submitted, or may be approved subject to conditions, specified changes and additions. In approving any project, the Planning Director, Architectural Review Committee, or Planning Commission shall find that such buildings, structures, planting, paving and other improvements shall be so designed and constructed that they will not be of unsightly or obnoxious appearance to the extent that they will hinder the orderly and harmonious development of the City, impair the desirability or opportunity to attain the optimum use and the value of the land and the improvements, impair the desirability of living or working conditions in the same or adjacent areas and/or otherwise adversely affect the general prosperity and welfare.

#### 18.21.045 Appeals

**A.** Appeals from determination by the Planning Director and Architectural Review Committee shall be made to the Planning Commission. Notification of appeal of any ARC decision shall be forwarded to ARC members at least five days in advance of the Planning Commission hearing of the appeal request, so that ARC members may attend the Planning Commission hearing to offer clarification on recommendations and otherwise participate in any discussions on the matter.

**B.** Appeals from Planning Commission decisions on any Site and Design Permit shall be made to the City Council. Notification of appeal of any Planning Commission decision shall be forwarded to Planning Commissioners at least five days in advance of the City Council hearing of the appeal request, so that Planning Commissioners may attend the City Council hearing to offer clarification on recommendations and otherwise participate in any discussions on the matter.

**C.** Appeals shall be made in writing and must be filed with the City Clerk within ten working days after a decision by the Planning Director, Architectural Review Committee, or Planning Commission.

**D.** Any Council members may call up for Council review a decision of the Planning Commission under this Chapter, by filing a written request therefor with the City Clerk within ten days of a Planning Commission decision. Said call up shall be handled like an appeal.

**18.21.050 Enforcement.** All findings and determinations of the Planning Director, Architectural Review Committee, or Planning Commission shall be the responsibility and duty of the Planning Director to enforce. Any changes agreed upon by the applicant and the Planning Director and all conditions of approval imposed by the Architectural Review Committee, Planning Commission, and City Council shall be incorporated into the final project plans prior to the issuance of Building Permits.

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A. All conditions of ARC approval, where granted, shall be implemented in construction of projects with approved Building Permits. Unless otherwise modified by the Planning Commission, Site and Design Permits shall include as a Condition of Approval, that all conditions of design review approval recommended by the Architectural Review Committee shall be included in project plans submitted for Building Permit, and shall be implemented in the construction of the project according to approved plans.

B. The Planning Director shall be responsible for enforcement of this Chapter.

**18.21.055 Expiration of design approval.** The design approval shall be null and void and a new application shall be required if a Building Permit has not been issued and construction has not commenced within one year from:

A. the date of the Architectural Review Committee, where no Planning Commission approval is required; or

B. the date of the Planning Commission approval. The expiration period of Planning Commission Approvals of discretionary approvals shall supersede the expiration date of ARC Approvals.

C. the date of Staff Design Approval, where Staff has determined that Planning Commission and ARC Approvals are not required in accordance with the requirements of this Chapter."

~~If a building permit has not been issued and construction diligently commenced within one year from the date of the Architectural Review Committee or Planning Commission approval, the approval shall be null and void and a new application shall be required.~~

**18.21.060 Fees.** Fees for processing applications under this Chapter shall be established by Resolution of the City Council to compensate for actual costs of the processing.

**18.21.065 Public Notice.** Notice of projects to be reviewed by the Architectural Review Committee (ARC) shall be placed in a newspaper of general local circulation at least five days prior any ARC meeting. Notice of review by the Planning Commission of Site and Design Permit requests shall be placed in a newspaper of general local circulation at least seven days prior to the Planning Commission meeting. Notice of ARC appeals hearings shall be similarly published at least five

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days prior to the Planning Commission meeting at which the appeal shall be considered.

**18.21.070 Applicability.** The provisions of this Chapter shall be applicable in all Zoning districts, and in all Planned Unit Developments.

18-21 • 4/7/97

RESOLUTION NO. P-03-97

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HALF MOON BAY FORWARDING TO THE CITY COUNCIL ITS RECOMMENDATION FOR ADOPTION OF ZOA-01-97, FINAL DRAFT AMENDED CHAPTER 18.21, ARCHITECTURAL REVIEW AND SITE AND DESIGN APPROVAL

WHEREAS, the City Council directed Staff to revise to Chapter 18.21, after obtaining input from the Planning Commission and Architectural Review Committee; and

WHEREAS, the City of Half Moon Bay has prepared revisions to Zoning Code Chapter 18.21 with input received from the City Council, Architectural Review Committee and Planning Commission; and

WHEREAS, the Planning Commission conducted duly noticed public hearings at meetings on February 27, 1991, March 27, 1997 and April 10, 1997, at which all those in attendance desiring to be heard were afforded an opportunity to speak on the various draft amendments to Chapter 18.21; and

WHEREAS, all written and oral testimony presented during and/or prior to these public hearings was considered by the Planning Commission in its deliberations; and

NOW THEREFORE BE IT RESOLVED that the Planning Commission hereby forwards its recommendation to the Half Moon Bay City Council that the Final Draft Amended Chapter 18.21 attached hereto as Exhibit A be adopted as ZOA-02-97.

PASSED AND ADOPTED by the Planning Commission of the City of Half Moon Bay at its meeting thereof held on the 10th day of April, 1997, by the following vote:

AYES, PLANNING COMMISSIONERS: King, Mier, Hansen, Heinz, Randolph, Curtis and Sullivan

NOES, PLANNING COMMISSIONERS: None

ABSENT, PLANNING COMMISSIONERS: None

ABSTAIN, PLANNING COMMISSIONERS: None

John Sullivan, Chairman

**AFFIDAVIT OF PUBLICATION**

**HALF MOON BAY  
REVIEW  
AND PESCADERO PEBBLE**

STATE OF CALIFORNIA, }  
County of San Mateo } ss.

The undersigned declares: That at all times hereinafter mentioned, affiant was a citizen of the United States, over the age of eighteen years, and a resident of said County, and was at and during all said times the principal clerk of the printer and publisher of HALF MOON BAY REVIEW and Pescadero Pebble, a newspaper of general circulation printed and published weekly in the county of San Mateo, State of California, that the said HALF MOON BAY REVIEW and Pescadero Pebble is and was at all times herein mentioned, a newspaper of general circulation as the term is defined by Sections 6000 and following of the Government Code of the State of California, and, as provided by said sections, is published for the dissemination of local or telegraphic news and intelligence of a general character, having a bona fide subscription list of paying subscribers, and is not devoted to the interests, or published for the entertainment or instruction of a particular class, profession, trade, calling, race or denomination, or for the entertainment or instruction of any number of such classes, professions, trades, callings, races or denominations; that at all times said newspaper had been established, printed and published in said County and State at regular intervals for more than one year preceding the first publication of the notice therein mentioned; that said notice was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than nonpareil, describing and expressing in general terms, the purport and character of the notice intended to be given; that the

Notice of Public Hearing

City Council of City of Half Moon Bay

ZOA-02-97, Amendment of Zoning Code Chapter 18.21 of which the annexed is a printed copy, was published and printed in said newspaper at least 1 week commencing on the 23rd day of April 19 97 and ending on the 23rd day of April 19 97

I declare under penalty of perjury that the foregoing is true and correct.

*Kathy W...*

Dated at Half Moon Bay, California, this 23rd day of April 19 97

**PUBLIC NOTICE  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Half Moon Bay will hold a public hearing at 7:30 PM on Tuesday, May 6, 1997, at its regular meeting place in the Ted Adcock Senior/Community Center, 535 Kelly Avenue, to consider the following:  
ZOA-02-97, Amendment of Zoning Code Chapter 18.21, Architectural Review and Site and Design Approval to modify the qualifications required for membership in the Architectural Review Committee.  
More detailed descriptions are on file at City Hall, 501 Main Street, and may be examined during regular business hours.  
Anyone interested may appear and be heard at the above stated place and time, or as soon thereafter as may be convenient.  
If you challenge ZOA-02-97 in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City at or prior to the public hearing.

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