

**AGENDA  
CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.  
REGULAR PLANNING COMMISSION MEETING**

Location:	City Hall	Date:	March 2, 2016
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	February 25, 2016

The City endeavors to be ADA compliant. Should you require assistance with written information or access to the facility please call 786-4224 24 hours prior to the meeting.

- 1.0 Call meeting to order / Flag salute / Roll call
- 2.0 Ceremonial - None
- 3.0 Modifications to the Agenda
- 4.0 Approval of previous minutes
  - 4.1 Minutes of February 3, 2015 Regular Meeting ..... Page 3
- 5.0 Public Comment
- 6.0 Public Hearing
  - 6.1 1430 Main Street Vacation Rental..... Page 6
  - 6.2 Chenoweth LLA ..... Page 18
  - 6.3 Laffranchi/Woodward LLA ..... Page 27
  - 6.4 Laffranchi Minor Subdivision ..... Page 33
- 7.0 Business (Note: This is the time for commissioners to report any Ex Parte communications on this agenda item.)
  - 7.1 Planning Commissioner Applicants..... Page 47
  - 7.2 Building and Land Use Permits Jan 28, 2016-Feb 24, 2016 ..... Page 52
- 8.0 Correspondence ..... Page 54
- 9.0 Commissioner Comments
- 10.0 City Planners and Deputy City Clerk’s Staff Reports
- 11.0 Adjournment

**The next regular meeting of the Ferndale Planning Commission will be on  
April 6, 2016 at 7:00 pm.**

## **Section 1: CALL MEETING TO ORDER**

## **Section 2: CEREMONIAL**

## **Section 3: MODIFICATION TO THE AGENDA**

## **Section 4: APPROVAL OF PREVIOUS MINUTES**

**City of Ferndale, Humboldt County, California USA**  
Minutes for Planning Commission Meeting of February 3, 2016

Call to Order — Chair Jorgen von Frausing-Borch called the Planning Commission Meeting to order at 7:02pm. Commissioners Paul Gregson, Ellin Beltz, Dean Nielsen, and Michael Warner were present along with staff Planner Stephen Avis and Deputy City Clerk Kristene Tavares. Those in attendance pledged allegiance to the flag.

2.0 Ceremonial—None

3.0 Modifications to the Agenda – None.

4.0 Approval of previous minutes – **Motion:** To approve the minutes of the January 6, 2015 Regular Meeting with spelling correction. **(Nielsen/Gregson) Unanimous**

5.0 Public Comment-None

6.0 Public Hearing

6.1 Noise & Air Quality Element- City Planner Stephen Avis presented the Planning Commissioners with the staff report for the changes made by the commissioners on the Noise & Air Quality Element. Commissioners were also given a list of changes that were suggested at the January 6, 2016 meeting. Avis thanked the commissioners for their responding and giving feedback the previous week to ensure the element would be ready for the packet and this meeting. Chair von Frausing-Borch commented the element was the best he had seen put out over the years and thanked staff for their hard work. Commissioner Gregson commented that he was pleased with the document and was ready to move it forward. **MOTION:** to approve Resolution 2016-03, Recommending the City Council adopt the Noise & Air Quality elements. **(Beltz/Gregson) Unanimous**

7.0 Business

7.1 Building and Land Use Permits- There were no Questions or Comments

7.2 Design Review Committee Report and Minutes: Commissioner Gregson reported to the Commissioners on the Design Review Meeting that was held on January 7, 2016 regarding the upcoming proposed renovations to the former Lentz Building (406 Main Street). Commissioners commented on the building after the stucco had been removed. Staff also commented that the city had not received any applications for the Design Review vacancy. Staff will repost vacancy.

7.0 Correspondence- None.

8.0 Commissioner Comments- No Comments

9.0 Staff Comments- Staff informed commission that Commissioner Gregson's term will expire in March. Staff will post vacancy mid-February so it can be on the March agenda.

Meeting Adjourned at 7:19 pm

Respectfully Submitted

Kristene Tavares  
Deputy City Clerk

DRAFT

## **Section 5: PUBLIC COMMENT**

**This time is for persons who wish to address the Commission on any matter not on this agenda and over which the Commission has jurisdiction. Items requiring Commission action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3<sup>rd</sup> of the Commission (three of the five members) that the item came up after the agenda was posted and is of an urgent nature requiring immediate action.**

**This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.**

**Please state your name and address for the record. (This is optional.)**

## **Section 6: PUBLIC HEARING**

Meeting Date:	March 2, 2016	Agenda Item Number	6.1
Agenda Item Title	Tonini Vacation Rental (1430 Main Street)		
Presented By:	Stephen Avis, City Planner		
Type of Item:	X	Action	Discussion Information
Action Required:		No Action	X Voice Vote Roll Call Vote

**PROJECT DESCRIPTION:** The property owner is requesting a Use Permit to allow a vacation rental use of a single-family residence at 1430 Main Street (APN 030-111-20). The parcel is zoned Neighborhood Commercial (C-1), Design Review District (D) with a Qualified Combining Zone (Q).

**STAFF RECOMMENDATION:** Staff recommends the adoption of Resolution PC-2016-08 approving a Use Permit based on the attached Findings of Fact and Conditions of Approval.

**PROJECT SUMMARY:** According to the application, the property is a two-bedroom, single story Victorian home of 1,100 square feet. Two on-site parking spaces are provided. The applicant proposes to use the residence as a year-round vacation rental by offering the house as overnight transient lodging for compensation. The property has been a month-to-month rental since 1993.

#### **ZONING REGULATIONS:**

§5.07 Neighborhood Commercial (C-1): The Neighborhood Commercial Zone is intended to provide for neighborhood shopping centers which provide convenient sales and service facilities to residential areas, detracting from the residential desirability of such areas. The following (abridged) regulations shall apply in all C-1 Zones:

##### 5.7.2 Uses permitted with Use Permit

- a. Dwellings, hotels, motels, boarding houses and mobile home parks.

§ 6.06 Qualified Combining (Q): The Qualified Combining or Q Zone is intended to be combined with any principal commercial zone in which residential uses constitute the predominant use of land in such zone, and in which it is desired to protect the general peace, safety, comfort, health and welfare of persons residing in such areas from impacts which may result from the introduction of new commercial uses, by regulating those uses allowed in the underlying principal zone, either as a principal permitted use or a use requiring a use permit, to those certain uses which the planning commission finds are compatible with the maintenance of a healthful residential living environment and re residential character of he area.

##### 6.6.1 Principal Permitted uses (abridged):

- a. Single-family dwellings

##### 6.6.2 Uses permitted with a Use Permit (abridged):

- f. Bed and Breakfast Inns

#### §7.16 Parking and Loading Facilities

7.16.2 Parking spaces shall be provided as follows:

- a. Dwellings: one (1) for each dwelling unit
- b. Hotels, motels, inns, bed and breakfast inns, and boarding houses: one (1) for each individual living quarter or dwelling unit.

**Zoning and Permit Requirements:**

The Ferndale Zoning Ordinance does not directly define or regulate single-family vacation rentals, the proposed type of transient residential use. The C-1 zone allows dwellings, hotels, motels, boarding houses and mobile home parks with a Use Permit. The Q Zone allows bed-and-breakfasts with a use permit. The proposed transient residential use is similar to the current month-to-month rental use in that neither the property owner nor a manager resides on the property during the rental period. What does differ between the two is the shorter rental period and the added cost of Transient Occupancy Tax.

Per Zoning Ordinance §10.01, a conditional use permit may be granted for any use which, while not specifically enumerated in the regulations, is similar to and compatible with the uses permitted in the zone.” The Ferndale Planning Commission has approved vacation rental and bed & breakfast use permits in the R-1 and R-2 zones, Community Commercial Design Control zone and the Agriculture Exclusive zone throughout the city.

Conditional use permits, as provided for with Zoning Ordinance §3.78.2 may be granted by the Planning Commission for a use, “which may be essential or desirable to the public, convenience or welfare in one or more zones, but which may also impair the integrity and character of the zone or adjoining zone, or be detrimental to the public health, morals or welfare unless additional restriction on the location and extent of use are imposed and enforced.” In order to reduce the potential impacts of transient use, the Planning Commission has placed conditions on vacation rental use permits including a two-night minimum stay and a requirement that the subject property be rented on only one group at a time. These are included in the Conditions of Approval (Attachment B).

**Surrounding General Plan Land Use and Zoning Designations:**

The subject property is located on Main Street between Milton and Van Ness, several blocks from the downtown commercial district. Adjoining parcels have a land use designation of Neighborhood Commercial and are zoned C-1-D-Q. Current uses include No Name Burgers, Northcoast Pumphouse, Lost Coast Communications radio stations, offices and multifamily residences.

**Aesthetics and Character:**

The property will continue to serve a residential (as opposed to a retail, office, or industrial) purpose. The residence has not been owner occupied since 1993 and could still be rented on a monthly basis without a use permit. There will be no outward sign that the property is being rented for a shorter period of time. Vacation rental properties tend to be well maintained. Sufficient on-site parking is provided to reduce impacts from street parking. The property and proposed use are compatible with the mixed residential and commercial character of the neighborhood.

**ENVIRONMENTAL REVIEW:**

This project has been reviewed for compliance with the California Environmental Quality Act (CEQA). The proposed project qualifies for a CEQA Class 1, Section 15301 Categorical Exemption from preparation of environmental documents. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or not expansion of use.

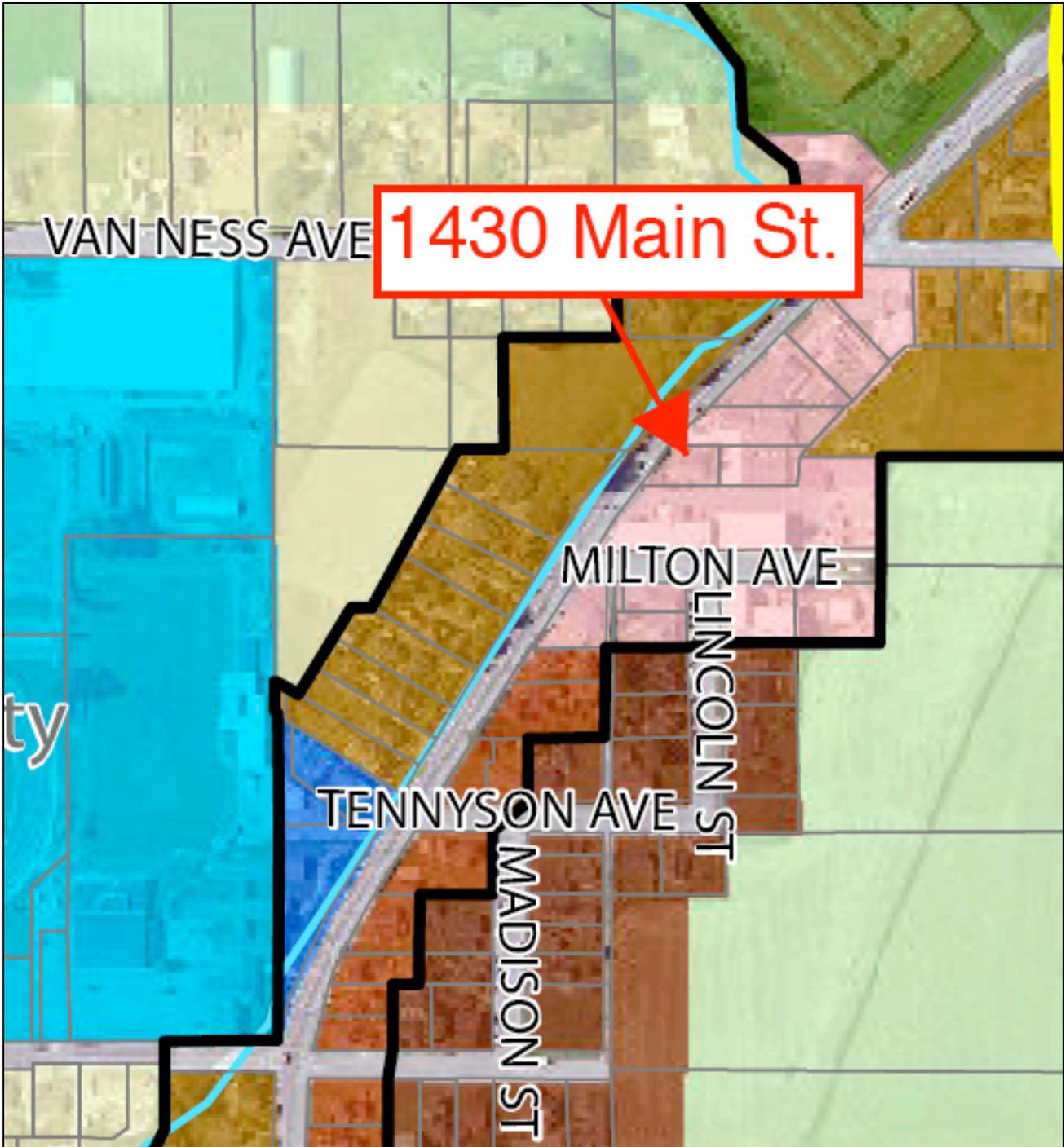
**ATTACHMENTS:**

- A. Vicinity, Zoning and Assessor Maps
- B. Findings of Fact
- C. Conditions of Approval
- D. Letters of support
- E. Resolution

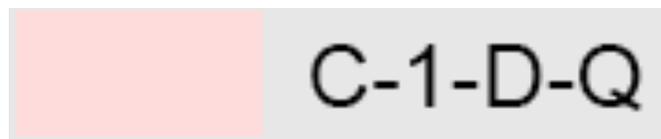
1430 Main Street



### Attachment A



LAND USE = NEIGHBORHOOD COMMERCIAL  
ZONING = NEIGHBORHOOD COMMERCIAL, DESIGN, QUALIFIED

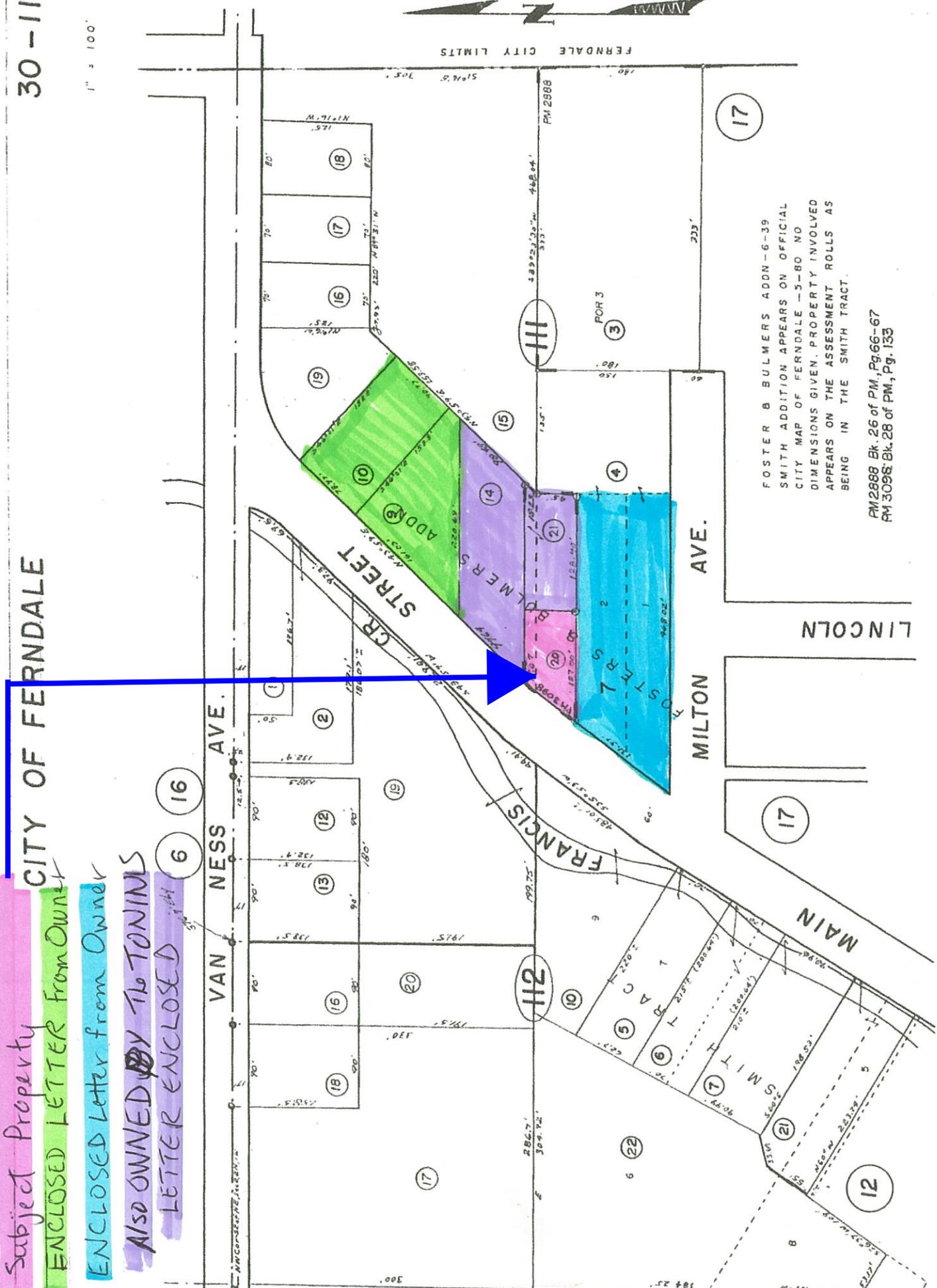


30-11

1" = 100'

CITY OF FERNDALE

Subject Property  
 ENCLOSED LETTER from Owner  
 ENCLOSED Letter from Owner  
 ALSO OWNED BY THE TONIMS  
 LETTER ENCLOSED



FOSTER B BULMERS ADDN - 6-39  
 SMITH ADDITION APPEARS ON OFFICIAL  
 CITY MAP OF FERNDALE - 5-80 NO  
 DIMENSIONS GIVEN. PROPERTY INVOLVED  
 APPEARS ON THE ASSESSMENT ROLLS AS  
 BEING IN THE SMITH TRACT.

PM 2888 Bk. 26 of PM, Pg. 66-67  
 PM 3096 Bk. 28 of PM, Pg. 133

## Attachment B

### FINDINGS OF FACT

Staff has prepared the following findings to justify the Commission's approval of the requested use permit.

1. This project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA) and qualifies for a Class 1 Categorical Exemption per Section 15301 Categorical Exemption for the preparation of environmental documents. This exception consists of the operation, repair, maintenance, and permitting, leasing, licensing or minor alteration of the existing public or private structures.
2. The proposed project as outlined and conditioned, conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associate with the C-1-Q Zone.
3. The proposed project, as outlined and conditioned, will not be contrary to the intent of the zoning regulation or to the public interest, safety, health and welfare, and
  - a. Appears to be similar and compatible with other uses allowed in the zone;
  - b. Does not appear to impair the integrity and character of the zone or neighborhood;
  - c. Appears to be compatible with the maintenance of the healthful residential living environment and the predominantly residential character of the area;
  - d. Does not significantly impact the general peace, safety, comfort, health and welfare of the zone/residential community; and
  - e. Appears compatible with and does not detract from the character and aesthetics of adjacent zones.

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## Attachment C

### VACATION RENTAL CONDITIONS OF APPROVAL

This Planning Commission Vacation Rental Use Permit approval shall be subject to the following conditions. The violation of any term or requirement in this conditional approval may result in the revocation of the permit.

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with processing and finalizing this Use Permit and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale before the Use Permit is considered final and approved.
2. The proposed use shall be in conformance with the approved permit application and with the information and analysis contained in the associated staff report and conditions of approval on file with the City. Should the proposed site use deviate from that allowed by this approval, the applicant may be required to first receive Planning Commission approval for such changes.
3. Should the applicant or any other future owner of the subject property who uses the property as approved under this permit, does not conform to the requirement of these conditions, said non-conformance shall constitute a violation of this use permit and it shall become null and void until either the issues have been addressed to the City's satisfaction or the permit is revoked.
4. All proposed and/or future use authorized hereunder shall be in conformance with all applicable City ordinances, regulations and codes including but not limited to Zoning Ordinance 02-02, the California Uniform Building Code and any fire codes an/or Public Health & Safety Code, applicable to the nature and type of proposed use.
5. Prior to operation, the applicant shall obtain a letter from the Ferndale Fire Chief and the Ferndale Building Inspector verifying that the home meets occupation requirements. Copies of these letters shall be given to the City Clerk.
6. The Applicant shall obtain a business license for the Vacation Rental and pay appropriate Transient Occupancy Tax (TOT) to the City.
7. Under the propose use, the entire property shall be rented to one group at a time for a minimum stay of two nights. Bedrooms shall not be rented separately or individually as a vacation rental.

**CREAM CITY INVESTMENTS  
P.O. Box 1386  
Ferndale Ca. 95536**

January 8, 2016

To whom it may concern,

Cream City Investments, the owner of property located at 1400 Main Street and 989 Milton Street support and approve of Mitch and Maggie Tonini's proposed Vacation rental at 1430 Main Street in Ferndale.



Richard Phillis    Gen. Partner



Date

January 7, 2016

To whom it may concern:

As neighbors of the Innis, we  
have no objections to their plan on  
opening a vacation rental on their property.

They are good and very hardworking  
stewards of their properties and we have  
no concerns.

Thank you,  
Melinda & Steve Wagner  
1470 Main St  
Ferdale, Ca 95536



Mitchell E. Tonini  
Maggie Tonini  
PO Box 9, Hydesville, CA 95547-0009  
Phone/FAX 707-768-2029 Mobile 707-499-3680

January 11, 2016

To whom it may concern:

We, Mitchell and Maggie Tonini are the owners of properties located at 1440 Main St., 1432 Main St. and the subject property at 1430 Main St. in Ferndale, California.

As the owners of the aforementioned properties we wholly support and approve of a Vacation Rental at 1430 Main St., Ferndale, California.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mitchell E. Tonini', is written over a horizontal line. The signature is stylized and somewhat cursive.

Mitchell E. Tonini owner

A handwritten signature in blue ink, appearing to read 'Maggie Tonini', is written over a horizontal line. The signature is cursive and clearly legible.

Maggie Tonini owner

**Attachment E**

**RESOLUTION NUMBER PC 2016-08**

**A RESOLUTION OF THE PLANNING COMMISSION FOR THE CITY OF FERNDALE MAKING THE REQUIRED FINDINGS FO FACT TO APPROVE A USE PERMIT, SUBJECT TO CONDITIONS OF APPROVAL, AND ALLOW VACATION RENTAL USE OF A SINGLE-FAMILY RESIDENCE AT 1430 MAIN STREET (APN O30-111-20).**

**WHEREAS**, Mitchell and Maggie Tonini have submitted an application and evidence in support of approving a Use Permit to allow for vacation rental use of a single-family residence at 1430 Main Street; and

**WHEREAS**, the project is exempt from the California Environmental Quality Act (CEQA) per Section 15301 of Article 19 “Categorical Exemptions”; and

**WHEREAS**, the Planning Commission has reviewed the submitted application and evidence for conformance with General Plan policies and goals, and with applicable Zoning Regulations as required to approve a Use Permit; and

**WHEREAS**, the staff report includes evidence in support of making all of the required findings for approving a Use Permit; and

**WHEREAS**, the documents and materials on which this decisions is based are on file at the office of the City Clerk;

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission for the City of Ferndale approves a Use Permit to allow the vacation rental use of property located at 1430 Main Street, Ferndale subject the attached Conditions of Approval.

**PASSED AND ADOPTED this 2<sup>nd</sup> day of March 2016 by the following vote of the Planning Commission for the City of Ferndale:**

This motion was made by Commissioner \_\_\_\_\_.

The motion was seconded by Commissioner \_\_\_\_\_.

YES:

NO:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Jorgen Von Frausing-Borch, Chairman

Attest:

\_\_\_\_\_  
Deputy City Clerk

Meeting Date:	March 2, 2016	Agenda Item Number	6.2
Agenda Item Title	Chenoweth LLA		
Presented By:	Stephen Avis, City Planner		
Type of Item:	X	Action	Discussion
Action Required:		No Action	X
			Information
			Roll Call Vote

**RECOMMENDATION:** Absent compelling evidence the contrary, the City Planer recommends that the Planning Commission request the City Engineer to approve a lot-line adjustment involving 439 Berding Street (APN 031-091-06) and 550 Washington Street (031-091-29). A map is included (Exhibit 1).

For additional information, contact Stephen Avis, Planner at [Stephen.Avis@mail.com](mailto:Stephen.Avis@mail.com), or Call City Hall at 707-786-4224.

**BACKGROUND:** 550 Washington Street is a landlocked parcel; it does not have frontage on a public street. Access is from Washington Street through a shared driveway situation that predates current zoning regulations. The property is developed with a single-family residence and a garage with a second unit above (552 Washington Street). The residential use of the property is nonconforming because the property is zoned Community Commercial – Design Review (C-2-D).

The parcel at 439 Berding Street fronts onto the street. The rear property line abuts a portion of the property at 550 Washington. 439 Berding Street is split zoned. A residence located near the front of the parcel is within the Residential One-family with Design Review (R-1-D) zoning district. The rear of the property is zoned C-2-D.

**DISCUSSION:** The applicant is Ray Chenoweth. He and his wife Elaine own of both parcels. The proposed lot-line adjustment will move one property line. The change will add land to rear of the Berding Street property and reduce the size of the Washington Street parcel.

The area of land being transferred from 550 Washington Street to 439 Berding Street is developed with a garage and upstairs second unit. Access from Washington Street to the garage and apartment can remain in use. If either property is sold, future access to 552 Washington will have to be secured with a deeded easement or shift to Berding Street.

Per the City's Subdivision Ordinance, the City Engineer reviewed this project for conformance with the California Subdivision Map Act. A copy of the Engineer's report included recommended Conditions of Approval are included (Attachment A).

**ZONING CONFORMANCE:** The proposed changes are consistent with the City's Zoning Regulations. Approval of this lot line adjustment will not affect the appearance of either property from the public street; no design review permit is required.

- The parcel at 550 Washington Street will be reduced in area to 2,360 square feet. The minimum lot area in the C-2 zone is 2,000 square feet. Sufficient area for on-site parking remains; one parking space is required.
- The parcel at 439 Berding Street will increase in area by 2,707 square feet. The additional area is zoned C-2-D.

**ENVIRONMENTAL REVIEW:** Approval of a lot-line adjustment is a Ministerial function of the City. Section 21080 of the Public Resources Code exempts from the application of CEQA those projects over which public agencies exercise only ministerial authority.

**GENERAL PLAN CONSISTENCY:** The project is consistent with the General Plan Land Use Diagram and does not propose any changes to land use that would be inconsistent with existing General Plan Goals and Policies.

**FISCAL IMPACT:** This project has minimal fiscal impact in that fees are collected to offset the cost of staff time.

**RECOMMENDED ACTION:** If you believe that this project is consistent with the Ferndale General Plan and Zoning Regulations, exempt from CEQA and in the public interest, a motion recommending approval may be made.

Move to recommend approval of the Chenoweth Lot-Line-Adjustment affecting APN 031-091-06 and APN 031-091-29 by the City Engineer including the attached Conditions of Approval.

PASSED this 2<sup>nd</sup> day of March 2016 by the following vote of the Planning Commission for the City of Ferndale:

This motion was made by Commissioner \_\_\_\_\_.

The motion was seconded by Commissioner \_\_\_\_\_.

YES:

NO:

ABSTAIN:

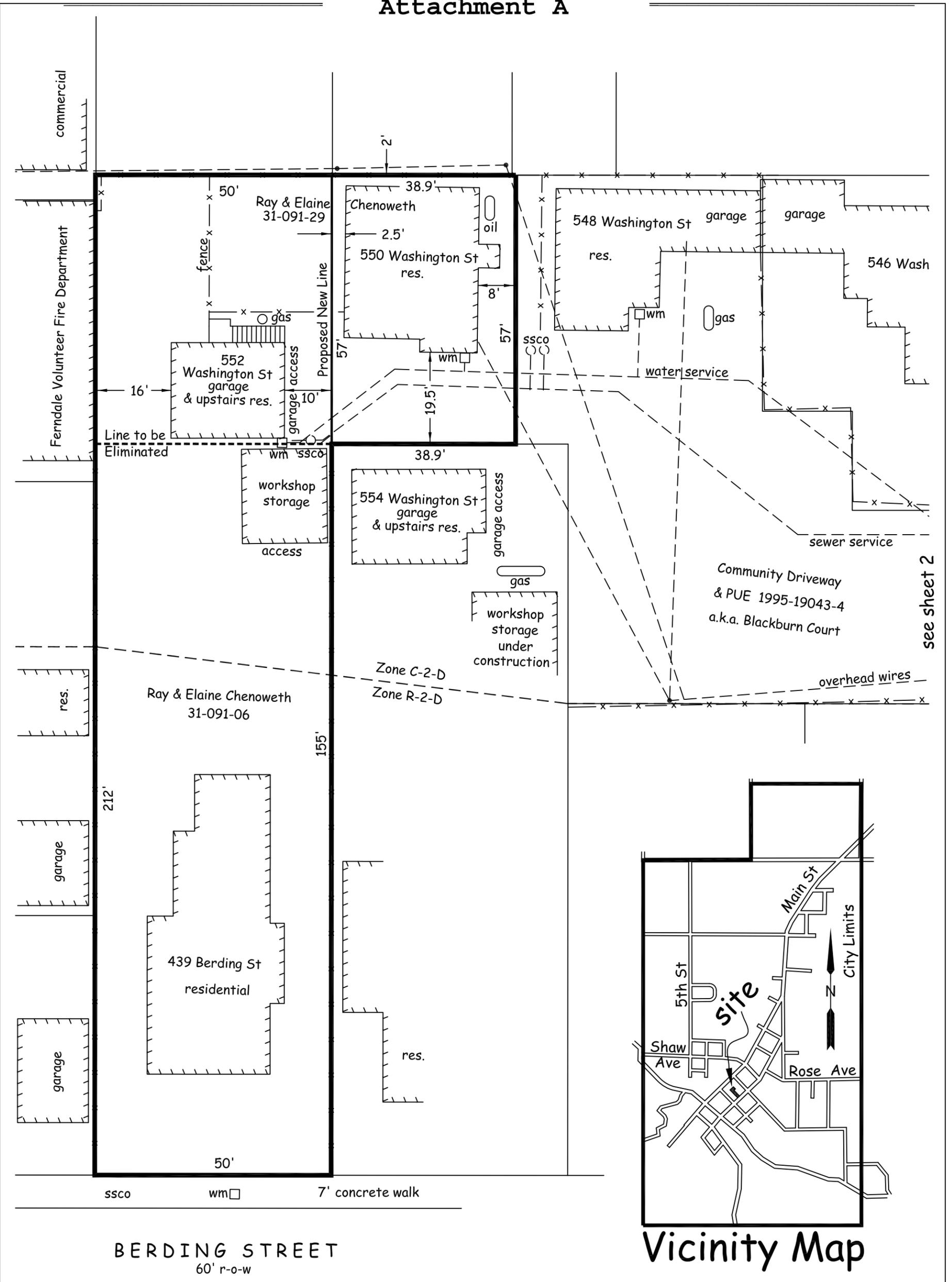
ABSENT:

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Jorgen Von Frausing-Borch, Chairman

# Attachment A



see sheet 2

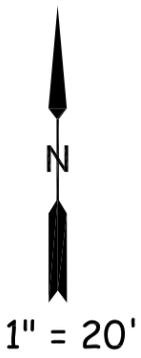
**BERDING STREET**  
60' r-o-w

**Vicinity Map**

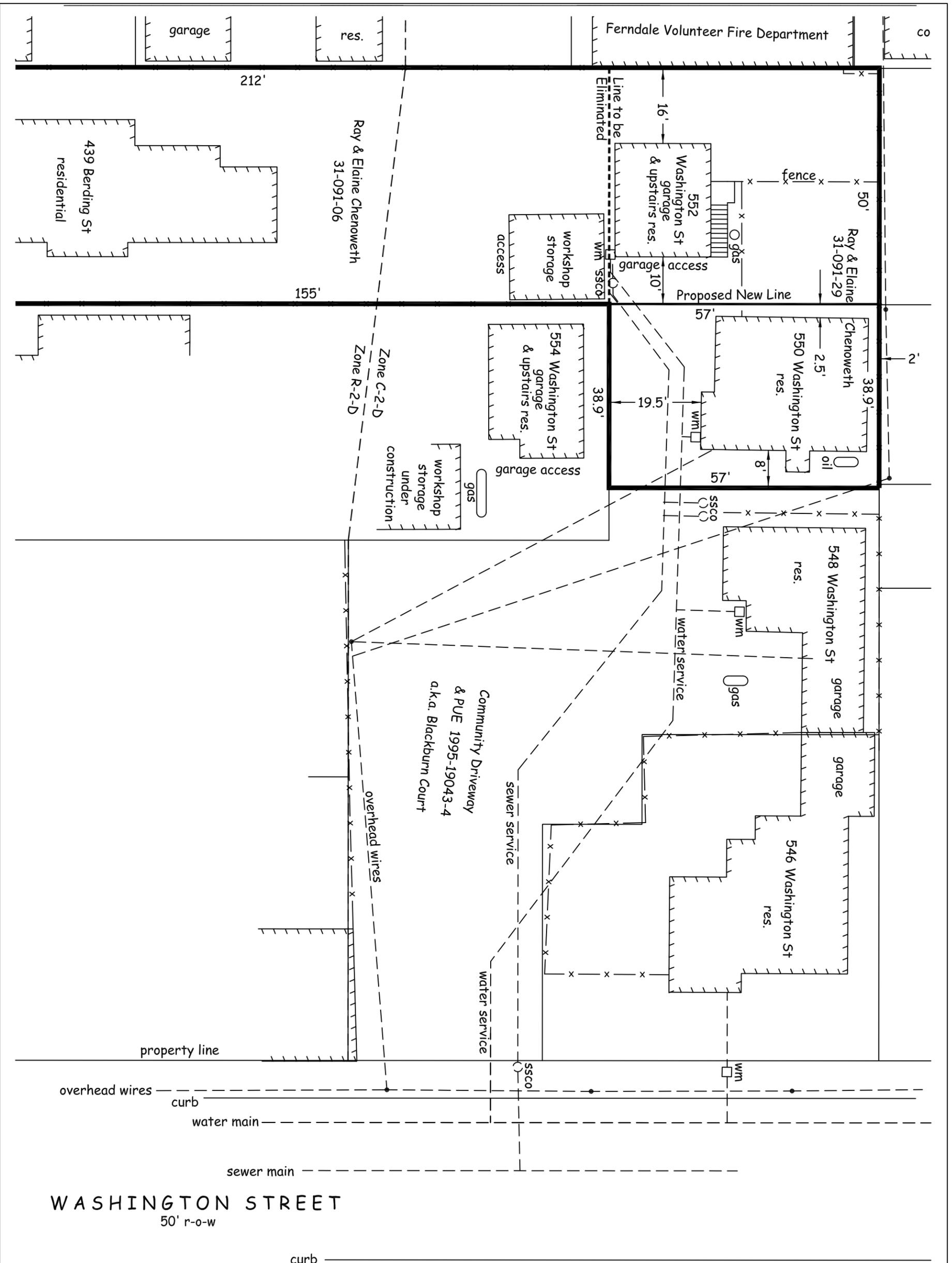
439 Berding St  
7,750 sq.ft. existing  
+2,850 sq. ft.  
10,600 sq. ft proposed

550 Washington St  
5,067 sq. ft. existing  
-2,850 sq. ft.  
2,217 sq. ft proposed

FEMA Flood Zone "X"  
(average flood depth of 1 ft or less)



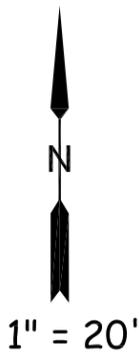
CHENOWETH LOT LINE ADJUSTMENT		
Drawn by: DFY	Date: Jun 26, 2015	David F. Yarrington PLS PO Box 125 Ferndale, CA 95536 (707) 786-4930
Scale: <b>1" = 20'</b>	Project No. CHEN01	
Site location: 439 Berding St 550 Washington St		<b>Sheet 1 of 2</b>



**WASHINGTON STREET**  
50' r-o-w

Regulations per City of Ferndale  
Zoning Ordinance 02-02  
Zone C-2 Sec 5.08.3  
a. Minimum lot area: 2,000 sq. ft.  
b. Minimum lot width: 25 ft.  
c. Minimum yards:  
front: none  
rear: 15 ft. \*  
side: none  
\*note: the 2' rear yard on  
550 Washington St. is an  
existing condition predating  
this ordinance.

Underground utilities are shown  
graphically in their approximate  
location



**CHENOWETH LOT LINE ADJUSTMENT**

Drawn by: DFY	Date: Jun 26, 2015	David F. Yarrington PLS PO Box 125 Ferndale, CA 95536 (707) 786-4930
Scale: 1" = 20'	Project No. CHEN01	
Site location: 439 Berding St 550 Washington St		<b>Sheet 2 of 2</b>

## Exhibit 1



Office of the City Engineer  
City of Ferndale, CA

## MEMORANDUM

**Date:** December 14, 2015  
**To:** Stephen Avis, City Planner  
**From:** Meghan Ryan, Project Manager *MR*  
 Praj White, PE, City Engineer  
**Subject:** LLA 1513 Chenoweth Review/Staff Report/Conditions of Approval

This office has reviewed the subject application and offers the following comments and/or conditions:

**LLA 1513 Chenoweth – Lot Line Adjustment Application**

The request is for a Lot Line Adjustment (LLA) located at 439 Berding Street and 550 Washington Street covering two adjacent parcels. Both parcels are owned by Raymond and Elaine Chenoweth. The Berding Street Parcel (APN 031-091-06) is approximately 7,750 square feet (SF) in size. The Washington Street Parcel (APN 031-091-29) is approximately 5,067 SF in size. The LLA would transfer approximately 2,850 sq ft of land from the Washington Street Parcel to the Berding Street Parcel, resulting in two reconfigured parcels of approximately 10,600 SF (Berding Street Parcel) and approximately 2,217 SF (Washington Street Parcel) in size. Both parcels are currently developed with an existing residence. The Berding Street parcel has a workshop and the Washington Street parcel has a garage with a secondary dwelling unit above the garage. The lot line adjustment would remove the garage with the secondary unit to the Berding Street Parcel from the Washington Street parcel.

**Referrals**

The project was circulated to the following local utilities for comments:

Utility	Recommendation/Comments
Ferndale Sewer Operator	No response received by the date of this Memo.
Ferndale Fire Dept.	Address to remain as existing. Recommends approval. Received 11/16/2015 via email. Comments attached.
Del Oro Water Co.	Additional information requested as sewer and water connections will be crossing the parcel at 550 Washington Street after the adjustment. Per phone conversation with Troy Hubner Region II, Assist Field Superintendent, on November 23, 2015, an easement for the water is required. Received 11/13/2015. Comments attached.
PG&E	No comments. Received 11/02/2015 via email. Comments attached.

**Staff Analysis**

1. **Application Completeness Check:** The table below identifies the evidence, which supports the finding that the applicant has submitted the information required by the City of Ferndale Subdivision Ordinance Section 1.7.

<b>Application Requirements</b>	<b>Submitted</b>	<b>Not Submitted</b>
Completed Signed Standard Application Form	√	
Tentative Parcel Map for SD & LLA	√	
Environmental Information Form	√	
Copies of Present Owners Deeds	√	
Title Report	√	
Consent & Certification signed by all owners	√	
Written Statement Explaining Reasons for LLA	√	

**Consistency with Subdivision Map Act**

As required by Ferndale Subdivision Ordinance 99-04, Section 1.703, a Plot Plan for the Lot Line Adjustment prepared by a licensed land surveyor was submitted to the City Planner's office for the Chenoweth Lot Line Adjustment. The form and content of the Plot Plan were prepared in a manner acceptable to the City Engineer's Office (*Ferndale Subdivision Ordinance 1.704*).

The Berding Street Parcel (APN 031-091-06) is approximately 7,750 sq ft in size. The Washington Street Parcel (APN 031-091-29) is approximately 5,067 sq ft in size. Both of these properties were created by Parcel Map in 1979, in compliance with the Subdivision Map Act, and are recognized as two existing and adjacent legal parcels. No new parcels will be created by the Lot Line Adjustment.

Per recommendation of the City Engineer, easements of access, parking, turnaround and utilities needs to be provided for the garage and upstairs residence known as '552 Washington Street', if access, parking, turnaround and utilities are to remain through the Washington Street Parcel, prior the recording the Notice of Lot Line Adjustment and Certificate of Subdivision Compliance.

**Recommended Conditions of Approval**

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the lot line adjustment, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Notice of Lot Line Adjustment being submitted to the County Recorder for filing.
2. The applicant shall be required to make current (or show proof of payment) the Property Taxes for both parcels. *Note: According to the Title Search, both installments for the 2012-2013 taxes have been paid.*
3. Each property is owned by a separate trust, and so, conveyance of property "changing hands" will need to be conducted by grant deed or quitclaim document. In addition, the Lot Line Adjustment

shall be reflected in a Lot Line Adjustment Map, which will be recorded. The map should be recorded with Notice of Lot Line Adjustment & Certificate of Subdivision Compliance cover sheet (*Ferndale Subdivision Ordinance 1.701*).

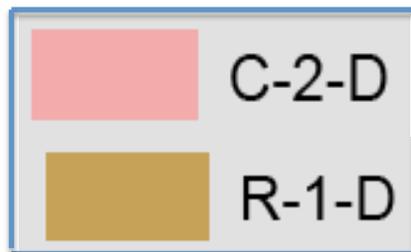
4. Easements for access, parking, turnaround and utilities for the Washington Street Garage and Upstairs Residence known as '552 Washington Street,' if access, parking, turnaround and utilities infrastructure are to remain through 550 Washington Street.

## Exhibit 2

### LAND USE & ZONING MAP

Chenoweth Lot-Line-Adjustment

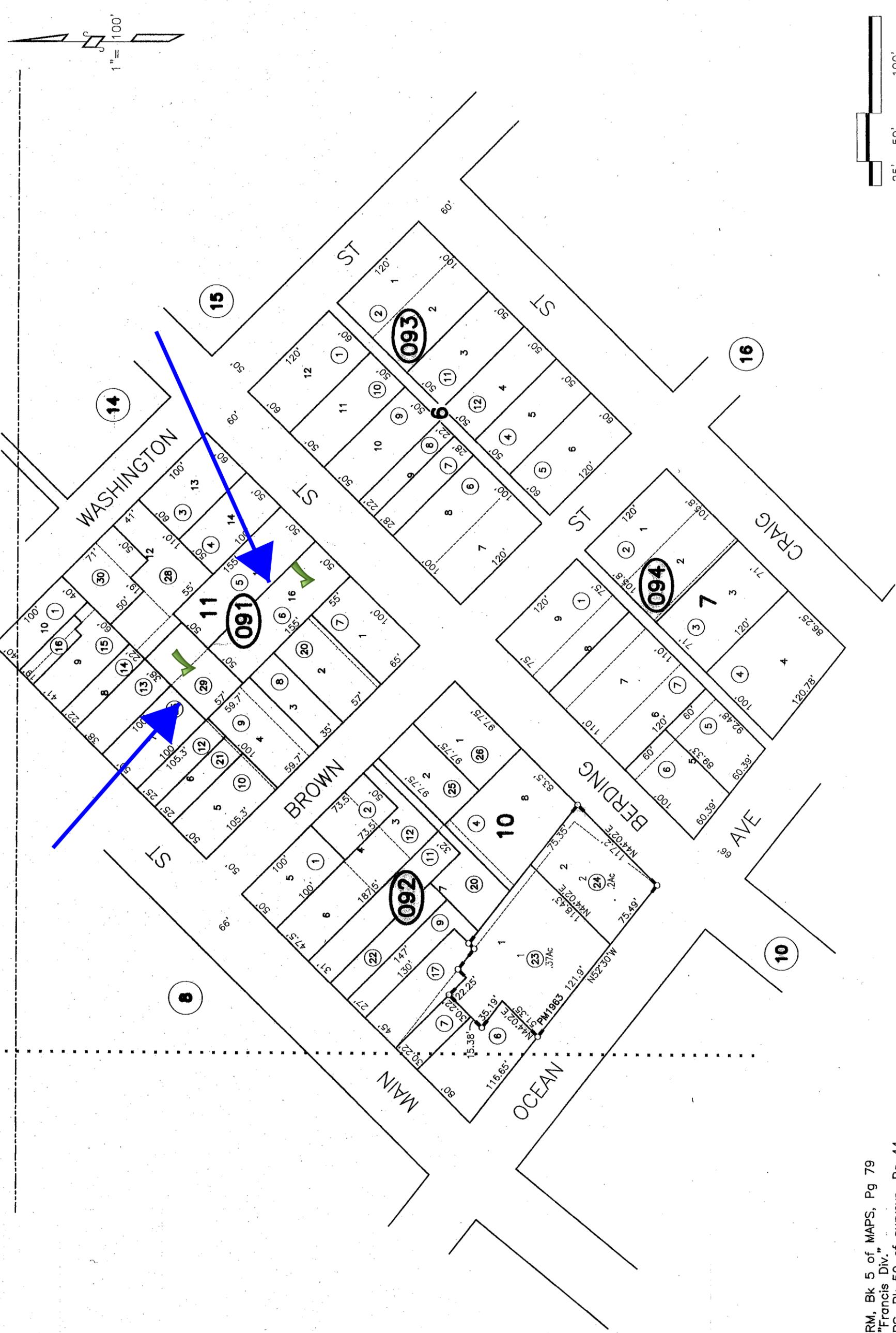
APN 031-091-06 (439 Berding St) and 031-091-29 (550 Washington St)



Community Commercial (C-2)  
Residential One-family (R-1)  
Design Review District (D)

31-09

CITY OF FERNDALE



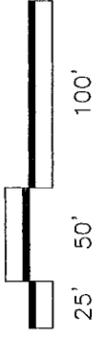
**ASSESSOR'S PARCEL MAP**

1. THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN.
2. THE ACCURACY OF THE DATA SHOWN.
3. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT-SPLIT OR BUILDING SITE ORDINANCES.

RM, Bk 5 of MAPS, Pg 79  
 "Francis Div."  
 RS, Bk 50 of surveys, Pg 44  
 PM1963 of PM Bk 17, Pg 65  
 RS, Bk 68 of surveys, Pg 30

NOTE - Assessor's Block Numbers Shown in Ellipses  
 Assessor's Parcel Numbers Shown in Circles.

Assessor's Map Bk. 31, Pg.09  
 County of Humboldt, CA.



4  
 Dec 13, 2010

Meeting Date:	March 2, 2016	Agenda Item Number	6.3
Agenda Item Title	Laffranchi/Woodward LLA		
Presented By:	Stephen Avis, City Planner		
Type of Item:	X	Action	Discussion Information
Action Required:		No Action	X Voice Vote Roll Call Vote

**RECOMMENDATION:** Absent compelling evidence the contrary, the City Planer recommends that the Planning Commission request the City Engineer to approve a lot-line adjustment involving two residences: The Laffranchi parcel at 520 McKinley Ave (APN 031-241-07) and the Woodward property at 560 McKinley Ave (031-241-11).

For additional information, contact City Planner Stephen Avis at [Stephen.Avis@mail.com](mailto:Stephen.Avis@mail.com), Deputy City Clerk Kristene or call City Hall at 786-4224.

**BACKGROUND:** The Laffranchi's single-family residence at 520 McKinley Avenue is a nonconforming structure. The building straddles a property line and is partially located on the Laffranchi parcel and partly on the Woodward parcel. The proposed lot-line adjustment will correct this situation by moving the property line northward increasing the size of the Laffranchi property while reducing the size of the Woodward parcel (Exhibit 1).

The Woodward parcel at 560 McKinley Avenue is an oversized parcel and is developed with a single-family residence.

An area of land between the two residences is surrounded with a short chain-link fence. The proposed lot-line adjustment and a subsequent minor subdivision will result in new property lines that correspond with the location of the chain link fence.

**DISCUSSION:** The applicant is Lorene Laffranchi. David Yarrington PLS is representing her. The proposed lot-line adjustment will move one property line. The change will add land to the Laffranchi property and reduce the size of the Woodward parcel. The proposed lot-line adjustment will not create a substandard parcel.

Per the City's Subdivision Ordinance, the City Engineer reviewed this project for conformance with the California Subdivision Map Act. A copy of the Engineer's recommended Conditions of Approval is included (Attachment A).

The City Planner has reviewed the project for conformance with the City's General Plan, Zoning Ordinance, Land Use diagram and Zoning map (Exhibit 2).

**ZONING CONFORMANCE:** The proposed changes are consistent with the City's Zoning Regulations. The minimum lot area in the R-1 zone is 6,000 square feet.

- The parcel at 520 McKinley Avenue will increase in area from 9,600 to 25,080 square feet.
- The parcel at 560 McKinley Avenue will decrease in area from 23,160 to 7,680 square feet.

Setbacks to existing structures from the adjusted property line conform to the minimums for the R-1 district.

**ENVIRONMENTAL REVIEW:** Approval of a lot-line adjustment is a Ministerial function of the City. Section 21080 of the Public Resources Code exempts from the application of CEQA those projects over which public agencies exercise only ministerial authority.

**GENERAL PLAN CONSISTENCY:** The project is consistent with the General Plan Land Use Diagram and does not propose any changes to land use that would be inconsistent with existing General Plan Goals and Policies.

**FISCAL IMPACT:** This project has minimal fiscal impact in that fees are collected to offset the cost of staff time.

**RECOMMENDED ACTION:** If you believe that this project is consistent with the Ferndale General Plan and Zoning Regulations, exempt from CEQA and in the public interest, a motion recommending approval may be made.

**Motion to recommend approval by the City Engineer of the Laffranchi/Woodward Lot-Line-Adjustment affecting APN 031-2411-07 and APN 031-241-11 including the attached Conditions of Approval**

**PASSED this 2<sup>nd</sup> day of March 2016 by a vote of the Ferndale Planning Commission:**

This motion was made by Commissioner \_\_\_\_\_.

The motion was seconded by Commissioner \_\_\_\_\_.

YES:

NO:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Jorgen Von Frausing-Borch, Chairman

Attest:

\_\_\_\_\_  
Deputy City Clerk



**PROPERTY ADDRESS**  
 520 & 560 McKinley Avenue  
 APN 31-241-07 & 11

**OWNERS & SUBDIVIDER**  
 Lorene Laffranchi (subdivider)  
 999 Evelyn Terrace No. 51  
 Sunnyvale, CA 94086

John & Diane Woodward  
 735 Giacomini Lane  
 Ferndale, CA 95536

**MAP prepared by:**  
 David F Yarrington PLS No. 5996  
 PO Box 125 Ferndale, CA 95536  
 (707) 786-4930

**LEGAL DESCRIPTION**  
 A portion of Lot 1, Block 9 of the Tyrell Addition to Ferndale, an unrecorded Survey by J. A. Shaw dated July 1901 (see sheet 2 for full description)

**USAGE & AREA**  
 Current 2 parcel: Residential  
 Proposed Usage: 3 Parcels  
 Parcel 1: 7,680 sq ft  
 Parcel 2: 8,880 sq ft  
 Parcel 3: 16,200 sq ft  
 Date of Survey: May 28, 2015  
 Contour Interval: 1 foot  
 Bench Mark: Q 1468  
 Metal Rod located on East side of 5th Street and 300' North of Arlington Ave  
 Elevation = 30.42 NAVD88

**NOTES**

- Two easements for the right to lay and maintain a pipeline (18 D 510 & 41 D 25) are not locatable per record and thus, are not shown hereon.
- There are no wells or septic tanks.
- The are no visible Historical Buildings or any known Archeological / Paleontological resources or apparent sensitive habitat areas.
- The site is located outside the 500 year flood boundary as defined by the Federal Emergency Management. There are no apparent hazardous areas.
- All easements of record are shown on this tentative map and will appear on the recorded subdivision map (see note 1. for exceptions).
- No proposed grading

**SECRETARY OF THE PLANNING COMMISSION STATEMENT**

This Tentative Map was approved by a vote of the Planning Commission, at which a quorum was present, on: \_\_\_\_\_

By: \_\_\_\_\_

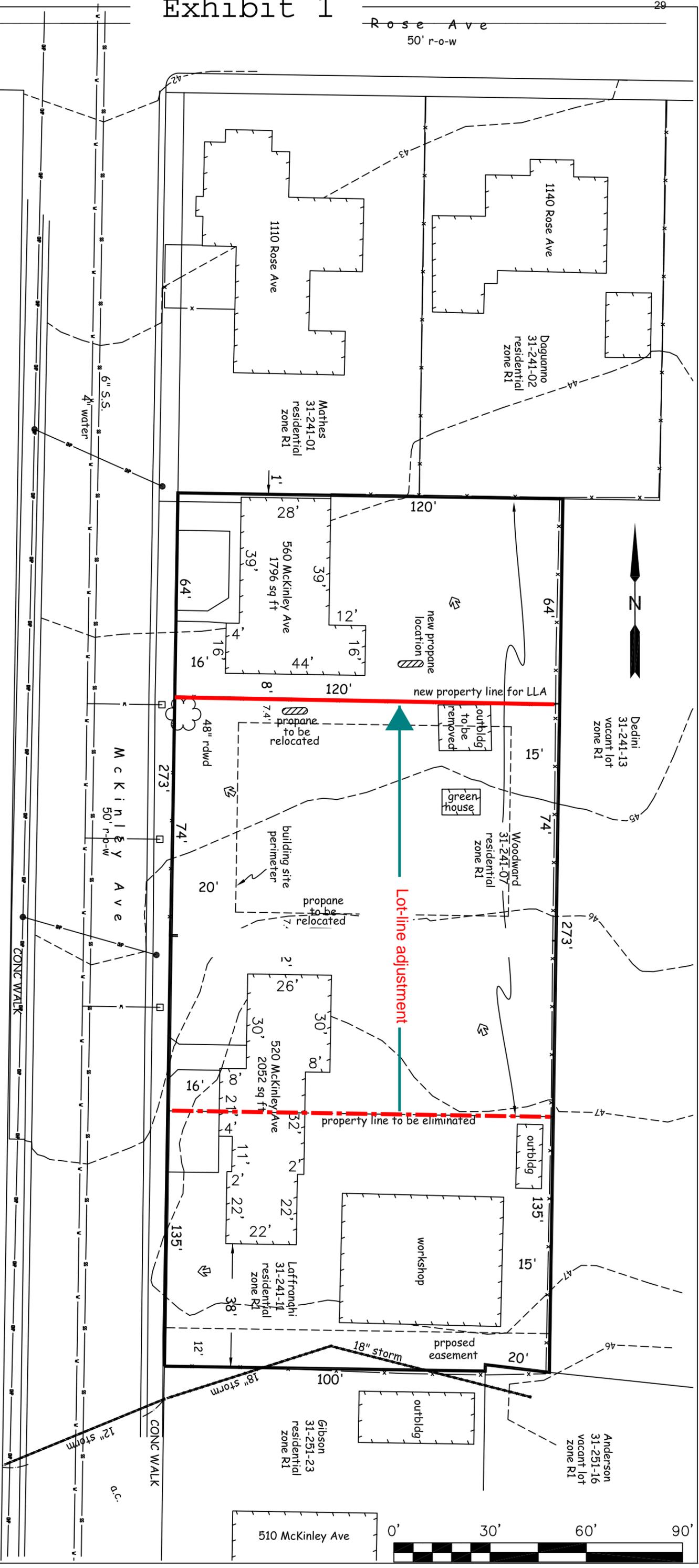
**City Clerk Statement**

This Tentative Map was approved by a vote of the City Council, at which a quorum was present, on: \_\_\_\_\_

By: \_\_\_\_\_

**Laffranchi / Woodward  
 Minor Subdivision Tentative Map**

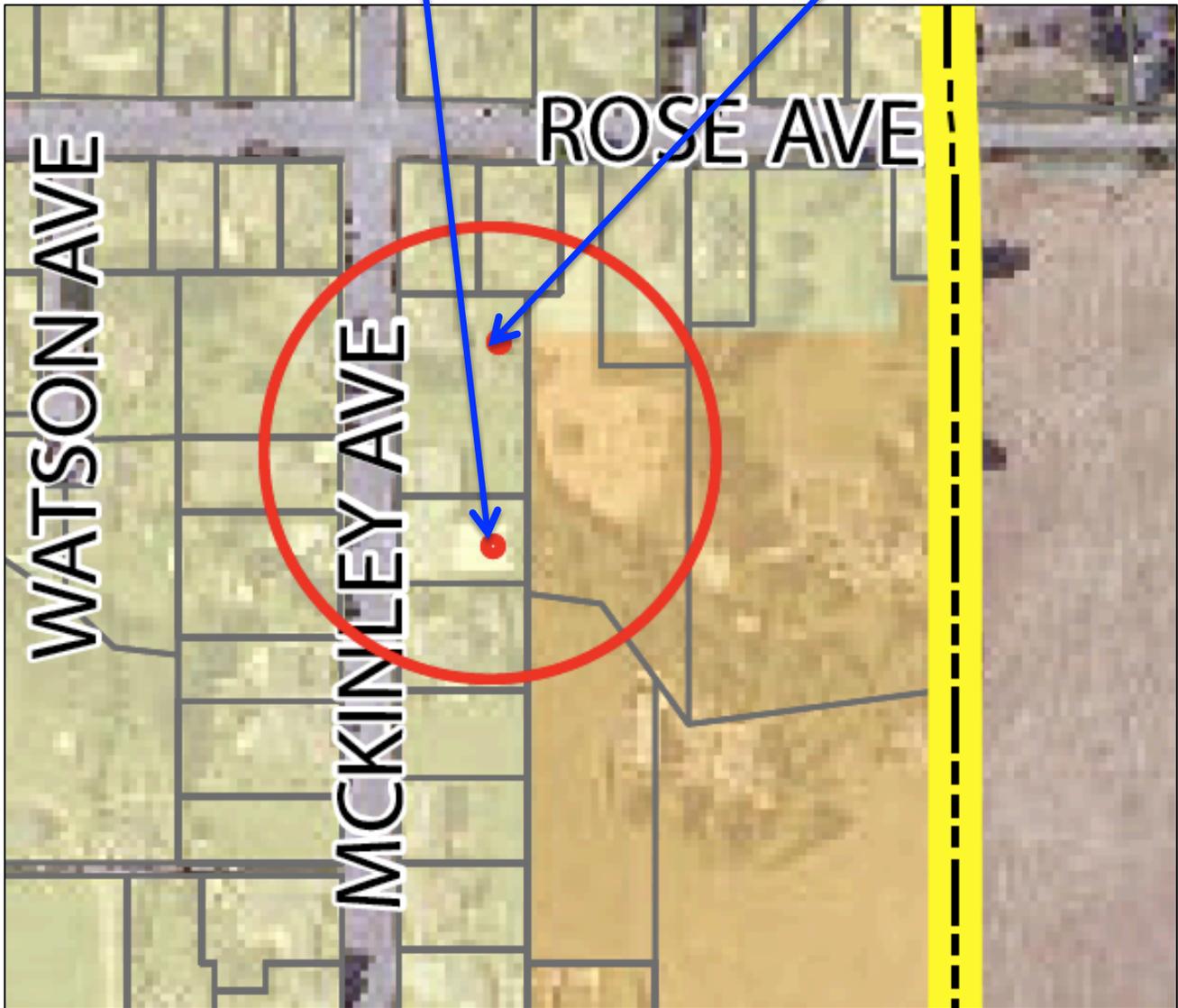
Drawn by DFV	Date: 10-30-2015	David F. Yarrington PLS PO Box 125 Ferndale, CA 95536 (707) 786-4930
Scale: <b>1" = 30'</b>	Project No. LAFF01	
Site location or APN 31-241-07 & 11		<b>Sheet 1 of 2</b>



## Exhibit 2

### LAND USE & ZONING MAP

Laffranchi & Woodward Lot-Line-Adjustment  
APN 031-241-11 (520 McKinley Ave) and 031-241-07 (560 McKinley Ave)



 R-1 Zone
<b>General Plan Designation</b> Residential One-family (R-1)



---

## **Attachment A**

### **Recommended Conditions of Approval Woodward/Laffranchi Lot-Line Adjustment**

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the lot-line adjustment, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Parcel Map being submitted to the County Recorder for filing.
2. The applicant shall make current (or show proof of payment) the Property Taxes for both parcels.
3. Since each property is owned separately, and more than one ownership involved, the Minor Lot Line Adjustment shall be reflected in a deed or deeds for the areas to establish ownership, and a Record of Survey (if required by §8762 Business & Professions Code) OR the Laffranchi/Woodward Lot Line Adjustment Tentative Map will be recorded.

If the Laffranchi/Woodward Lot Line Adjustment Tentative Map will be recorded, the existing plan will need to be reduced to 8.5" x 11" and should be recorded with Notice of Lot Line Adjustment cover sheet (Ferndale Subdivision Ordinance 1.701 & 1.702).

4. The final Parcel Map shall include all proposed easements, including those required for public utilities and drainage, to the satisfaction of the City Engineer.

Meeting Date:	March 2, 2016	Agenda Item Number	6.4
Agenda Item Title	Laffranchi Subdivision		
Presented By:	Stephen Avis, City Planner		
Type of Item:	X	Action	Discussion
Action Required:		No Action	X
			Information
			Roll Call Vote

**RECOMMENDATION:** Absent compelling evidence the contrary, the City Planer recommends that the Planning Commission Adopt Resolution PC-2016-09, approving the attached tentative map for a minor subdivision of the Laffranchi parcel at 520 McKinley Ave into two parcels.

For additional information, contact Stephen Avis, Planner at [Stephen.Avis@mail.com](mailto:Stephen.Avis@mail.com), or call City Hall at 707-786-4224.

**BACKGROUND:** Following a lot-line adjustment (LLA-1528 approved March 2016) the residential property located at 520 McKinley Avenue (APN 031-241-07) is 25,080 square feet. The property owner, Lorene Laffranchi, proposes to divide the property into two separate parcels. A new vacant lot of 8,880 square feet is to be created and the 16,200 square foot remainder parcel is developed with a single-family residence. The proposed vacant lot is already fenced with a short chain-link fence. An illustrated site map is included (Exhibit 1).

**DISCUSSION:** The property owner and applicant is Lorene Laffranchi. David Yarrington PLS is representing her. The proposed minor subdivision will add one property line. The parcel is an oversized lot that has sufficient area to be divided into two residential parcels. This is an infill project that is preferred by the General Plan to a project that encroaches on open space or farmland.

The majority of this block on McKinley Avenue is developed with single-family homes. If approved, this subdivision will allow the future construction of one single-family residence consistent with the development opportunities and constraints listed in the City's Zoning Regulations.

**GENERAL PLAN CONSISTENCY:** The project is consistent with the General Plan Land Use Diagram and does not propose any changes to land use that would be inconsistent with existing General Plan Goals and Policies.

<b>Ferndale General Plan Policy that supports this subdivision of land.</b>	
Land Use <b>Policy 2010 (1)</b>	To phase residential development so that it is adequately supported by City and community services.
Land Use <b>Policy 2510 (2)</b>	To provide for residential development which will not interfere with the preservation and maintenance of agriculturally zoned lands.
Land Use <b>Policy 2520 (1)</b>	The infilling and completion of residential neighborhoods should be encouraged to achieve the efficient use of public services.
Housing <b>Policy A-4</b>	Encourage the development of presently available vacant and under-utilized parcels served by sewer and water to full potential under the Zoning Ordinance.
Housing <b>Policy B-5</b>	Encourage infill development.

**ZONING CONFORMANCE:** The property is zoned Residential One-Family or R-1 (see Exhibit 2). The proposed changes are consistent with the City's Zoning Regulations (Section 5.03) for the R-1 District. The minimum lot area is 6,000 square feet. With the subdivision:

- The new vacant parcel at (presumed 540 McKinley Avenue) will be 8,880 square feet.
- The remainder parcel at 520 McKinley Avenue will decrease in area from 25,080 to 16,200 square feet.
- Setbacks to existing structures from the adjusted property line conform to the minimum five feet (5') side yard setbacks in the R-1 district.

**SUBDIVISION LAW:** Per the City's Subdivision Ordinance, the City Engineer reviewed this project for conformance with the California Subdivision Map Act. A copy of the Engineer's report is included (Exhibit 3).

**ENVIRONMENTAL REVIEW:** This project is categorically exempt per CEQA Guidelines Section 15315 *Minor Land Divisions*. A Class 15 exemption consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

*Cited: Section 21083, Public Resources Code – Reference: Section 21084, Public Resources Code*

**FISCAL IMPACT:** This project has minimal fiscal impact in that fees are collected to offset the cost of staff time. Development of the vacant lot will require building permits and their associated fees. Water and sewer connection fees will be collected at the time of development.

**RECOMMENDED ACTION:** If you believe that this project is consistent with the Ferndale General Plan and Zoning Regulations, exempt from CEQA and is in the public interest, a motion recommending approval should be made.

**Motion to approve the Laffranchi Tentative Map dated October 30, 2015 with Conditions of Approval.**

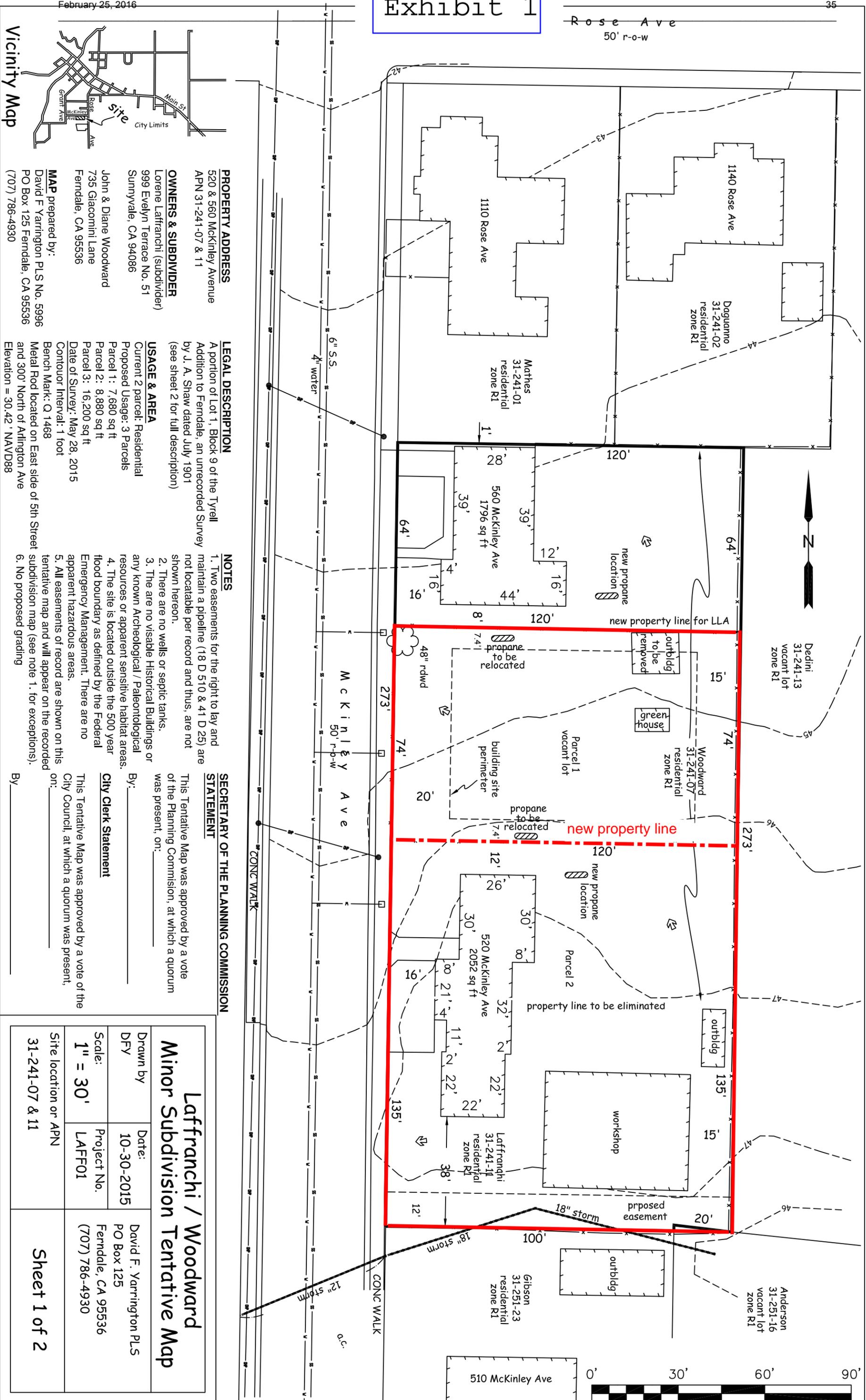
**EXHIBITS:**

1. Annotated diagram of proposed subdivision
2. Land Use and Zoning Map
3. City Engineer's Review of proposed project

**ATTACHMENTS:**

- A. Proposed Tentative Map
- B. Resolution
- C. Conditions of Approval

Rose Ave  
50' r-o-w



**PROPERTY ADDRESS**  
520 & 560 McKinley Avenue  
APN 31-241-07 & 11

**OWNERS & SUBDIVIDER**  
Lorene Laffranchi (subdivider)  
999 Evelyn Terrace No. 51  
Sunnyvale, CA 94086

John & Diane Woodward  
735 Giacomini Lane  
Fermdale, CA 95536

**MAP prepared by:**  
David F Yarrington PLS No. 5996  
PO Box 125 Fermdale, CA 95536  
(707) 786-4930

**LEGAL DESCRIPTION**  
A portion of Lot 1, Block 9 of the Tyrell Addition to Fermdale, an unrecorded Survey by J. A. Shaw dated July 1901 (see sheet 2 for full description)

**USAGE & AREA**  
Current Use: Residential  
Proposed Usage: 3 Parcels  
Parcel 1: 7,680 sq ft  
Parcel 2: 8,880 sq ft  
Parcel 3: 16,200 sq ft  
Date of Survey: May 28, 2015  
Contour Interval: 1 foot  
Benchmark: Q 1468  
Metal Rod located on East side of 5th Street and 300' North of Arlington Ave  
Elevation = 30.42 NAVD88

- NOTES**
- Two easements for the right to lay and maintain a pipeline (18 D 510 & 41 D 25) are not locatable per record and thus, are not shown hereon.
  - There are no wells or septic tanks.
  - The are no visible Historical Buildings or any known Archeological / Paleontological resources or apparent sensitive habitat areas.
  - The site is located outside the 500 year flood boundary as defined by the Federal Emergency Management. There are no apparent hazardous areas.
  - All easements of record are shown on this tentative map and will appear on the recorded subdivision map (see note 1. for exceptions).
  - No proposed grading

**SECRETARY OF THE PLANNING COMMISSION STATEMENT**

This Tentative Map was approved by a vote of the Planning Commission, at which a quorum was present, on: \_\_\_\_\_

By: \_\_\_\_\_

**City Clerk Statement**

This Tentative Map was approved by a vote of the City Council, at which a quorum was present, on: \_\_\_\_\_

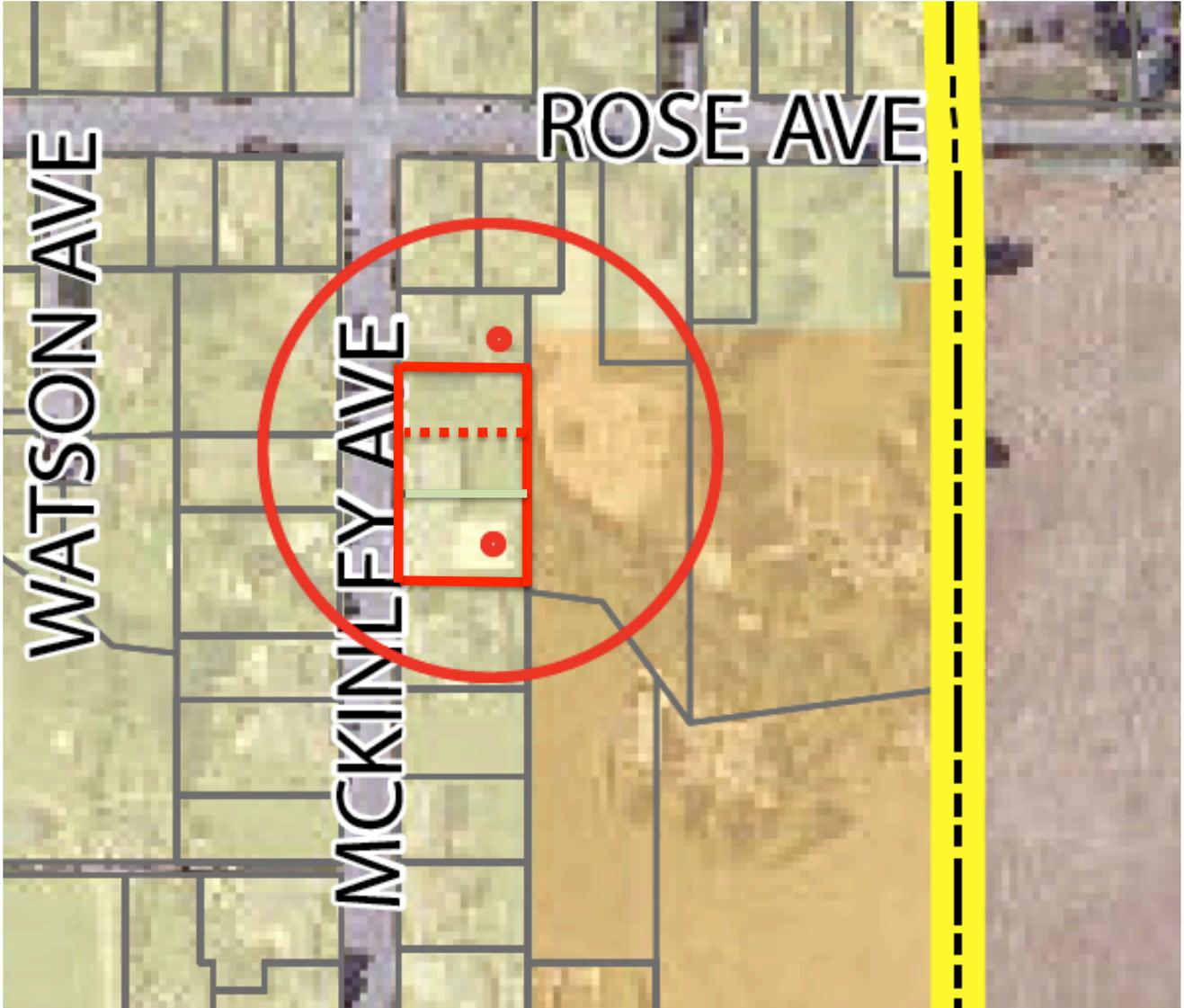
By: \_\_\_\_\_

<p><b>Laffranchi / Woodward</b> <b>Minor Subdivision Tentative Map</b></p>		<p>Drawn by DFV</p>	<p>Date: 10-30-2015</p>	<p>David F. Yarrington PLS PO Box 125 Fermdale, CA 95536 (707) 786-4930</p>
		<p>Scale: 1" = 30'</p>	<p>Project No. LAFF01</p>	
<p>Site location or APN 31-241-07 &amp; 11</p>		<p>Sheet 1 of 2</p>		

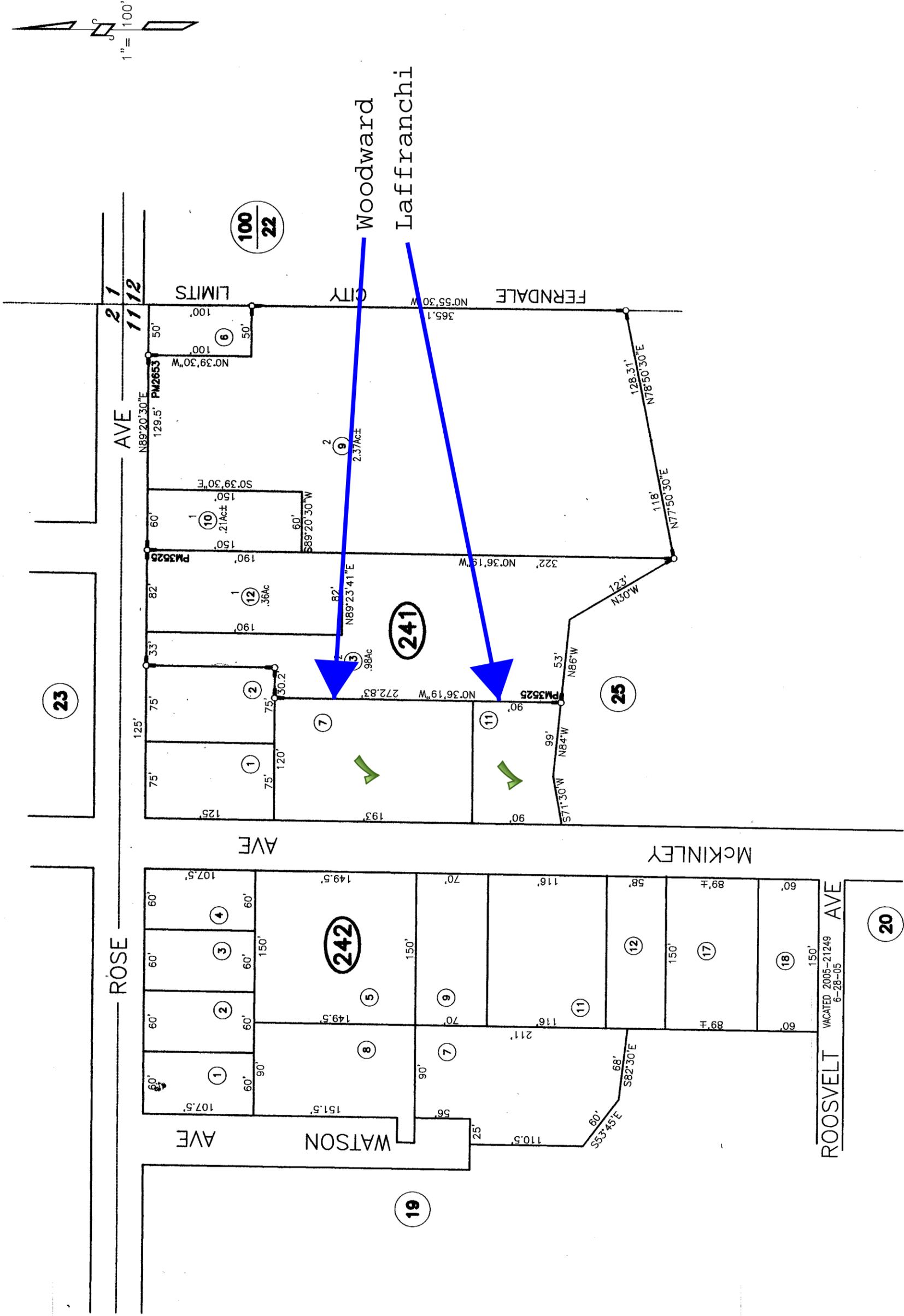
## Exhibit 2

### LAND USE & ZONING MAP

Laffranchi Minor Subdivision  
APN 031-241-11 (520 McKinley Ave)



	R-1 Zone
<b>General Plan Designation</b> Residential One-family (R-1)	

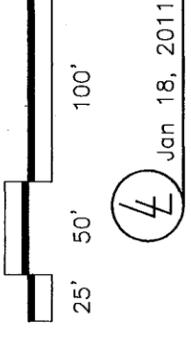


**ASSESSOR'S PARCEL MAP**

1. THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY.
2. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN.
3. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT-SPLIT OR BUILDING SITE ORDINANCES.

RS, Bk 30 of surveys, Pg 47  
 PM2653 of PM Bk 24, Pg 17  
 PM5525 of PM Bk 34, Pgs 126-127

NOTE - Assessor's Block Numbers Shown in Ellipses  
 Assessor's Parcel Numbers Shown in Circles.  
 Assessor's Map Bk. 31, Pg.24  
 County of Humboldt, CA.



Jan 18, 2011

# Exhibit 3



Office of the City Engineer  
City of Ferndale, CA

## MEMORANDUM

**Date:** January 25, 2016  
**To:** Mr. Stephen Avis, City Planner  
**From:** Meghan Ryan, Project Manager  
 Praj White, PE, City Engineer *Pow*  
**Subject:** SD 1522 / LLA 1528  
 Laffranchi/Woodward Review/Staff Report/Conditions of Approval

This office has reviewed the subject application and offers the following comments and/or conditions:

### **SD 1522 / LLA 1528 – Laffranchi Minor Subdivision and Lot Line Adjustment Application**

The applicant is proposing a Lot Line Adjustment (LLA) located at 560 McKinley Avenue and 520 McKinley Avenue covering two adjacent parcels. The Laffranchi Parcel (520 McKinley Avenue parcel, Parcel 1, APN 031-241-11) is approximately 16,560 square feet (sq ft) in size. The Woodward parcel (560 McKinley Avenue parcel, Parcel 2, APN 031-241-07) is approximately 8,700 sq ft in size. The LLA would transfer approximately 15,000 sq ft of land from the Woodward parcel (Parcel 2) to the Laffranchi parcel (Parcel 1), resulting in two reconfigured parcels of approximately 23,700 sq ft (Laffranchi, Parcel 1) and approximately 7,680 sq ft (Woodward, Parcel 2) in size. Both parcels are both developed with existing residences and residential accessory structures.

The applicant is also proposing a Minor Subdivision (SD 1522) of the parcel located at 520 McKinley Avenue (APN 031-241-11). The applicant is proposing to subdivide the approximately 23,700 sq ft parcel (after the lot line adjustment) into two parcels resulting in Parcel A being approximately 8,880 sq ft and Parcel B (also Parcel 1 in the lot line adjustment description above) approximately 16,200 sq ft in size. Parcel A would be a newly created parcel located between 520 and 560 McKinley Avenue.

### **Referrals**

The project was circulated to the following local utilities for comments:

Utility	Recommendation/Comments
Ferndale Building Department	No response received by the date of this Memo.
Ferndale Fire Dept.	Recommends approval via email dated January 4, 2016 (see

	attached).
Del Oro Water Co.	Recommends Conditional Approval via email dated January 13, 2016 (see attached). In adding the new property line for 560 McKinley it will cut that property off from its existing water meter. We require the water meter for a property to be located in front of the property for the parcel it services. There will need to be adjustments in order for 560 McKinley to continue to use the existing water service. The new property line can be adjusted to the South, the water service can be relocated, or an easement can be created. If there is an easement created for 560 McKinley we will need a copy of it once it is recorded.
PG&E	No response received by the date of this Memo.

### **Staff Analysis**

1. **Application Completeness Check:** The table below identifies the evidence, which supports the finding that the applicant has submitted the information required by the City of Ferndale Subdivision Ordinance Sections 1.5, 1.6 and 1.7.

<b>Application Requirements</b>	<b>Submitted</b>	<b>Not Submitted</b>
Completed Signed Standard Application Form	√	
Tentative Parcel Map for SD & LLA	√	
Environmental Information Form	√	
Copies of Present Owners Deeds	√	
Title Report	√	
Consent & Certification signed by all owners	√	

### **Consistency with Subdivision Map Act and City of Ferndale Subdivision Ordinance 99-04**

As required by Ferndale Subdivision Ordinance 99-04, Section (§) 1.601, a Tentative Map prepared by a licensed land surveyor was submitted to the City Planner's office for the Laffranchi/Woodward Minor Subdivision. The form and content of the Tentative Map were prepared in a manner acceptable to the City Engineer's Office (*Ferndale Subdivision Ordinance §1.502.1*).

In accordance with *Ferndale Subdivision Ordinance §1.502.3*, the applicant provided a preliminary title report, prepared within sixty (60) days prior to the filing of the Tentative Map. The City Engineer's office waived the requirements for an Engineering Geology Report and Environmental Assessment/Impact Study, Utility Certification and Hydrology and Hydraulic Report due to the small scale of the subdivision. Additionally, the City Engineer's office is also waiving the undergrounding requirements of the utilities as the subdivision is within an area where existing utilities have not been undergrounded (*Ferndale Subdivision Ordinance §1.902.7*). The Soils Report, however, remains a Conditional of Approval for this project. The applicant shall submit, to the City Engineer's Office, a Soils Report at the time the Map is recorded. The proposed subdivision, together with its provisions for its 'design' and 'improvements' is consistent with the General Plan of the City of Ferndale and Subdivision Ordinance 99-04 (*Ferndale Subdivision Ordinance 1.103*).

**Informational Notes**

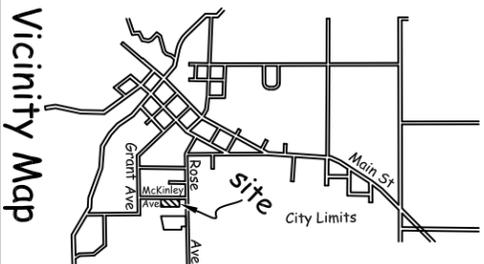
1. Each property is owned by a separate trust, and so, conveyance of property “changing hands” will need to be conducted by grant deed or quitclaim document. In addition, the Lot Line Adjustment shall be reflected in a Record of Survey or Laffranchi/Woodward Minor Subdivision and Lot Line Adjustment Tentative Map, one of which will be recorded. If the Laffranchi/Woodward Minor Subdivision and Lot Line Adjustment Tentative Map is recorded, it should be recorded with Notice of Lot Line Adjustment & Certificate of Subdivision Compliance cover sheet (*Ferndale Subdivision Ordinance 1.701*).
2. The Conditions of Approval recommended below by the City Engineer have been formulated with the assumption that the Tentative Map applicant may or may not be the developer of Parcel 2 and that future building permits sought for improvements to Parcel 2 will bear the burden of meeting general and specific engineering/building code compliance.

**Recommended Conditions of Approval**

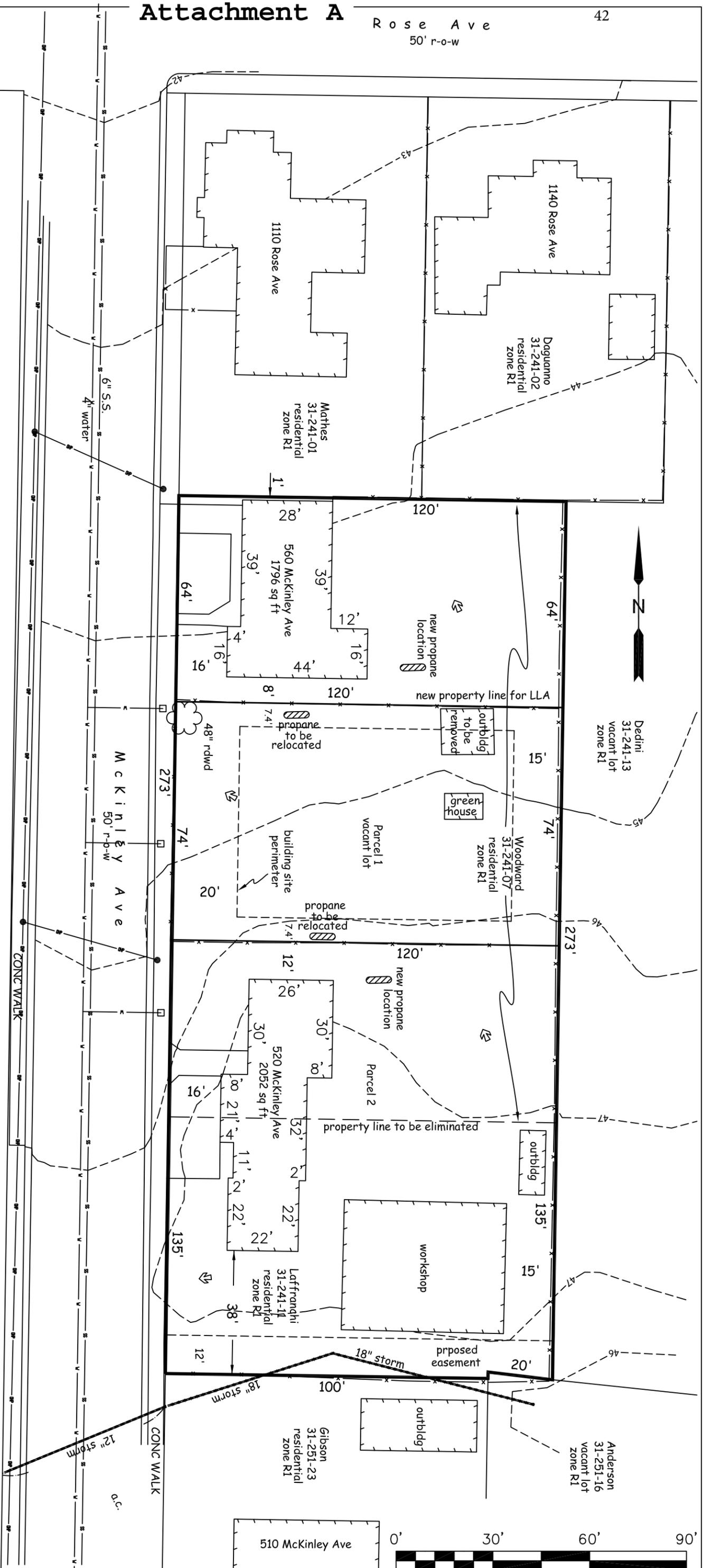
1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the subdivision, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Parcel Map being submitted to the County Recorder for filing.
2. The applicant shall be required to make current (or show proof of payment) the Property Taxes for both parcels.
3. Since each property is owned separately, and more than one ownership involved, the Minor Subdivision and Lot Line Adjustment shall be reflected in a deed or deeds for the areas to establish ownership, and a Record of Survey (if required by §8762 Business & Professions Code) OR the Laffranchi/Woodward Subdivision and Lot Line Adjustment Tentative Map will be recorded. If the Laffranchi/Woodward Subdivision and Lot Line Adjustment Tentative Map will be recorded, the existing plan will need to be reduced to 8.5” x 11” and should be recorded with Notice of Lot Line Adjustment & Certificate of Subdivision Compliance cover sheet (Ferndale Subdivision Ordinance 1.701 & 1.702).
4. The Applicant shall submit a Soils Report to the attention of the City Engineer’s Office at the time the Map is recorded.
5. Prior to the issuance of any permit for any structure on or earthwork activity within newly created parcel, the permit applicant shall demonstrate compliance with the City of Ferndale Drainage Ordinance No. 94-01 to the satisfaction of the City Engineer. Additionally, all on-site surface drainage from the newly created parcel shall be collected within the parcel and conveyed to the public right-of-way of McKinley Avenue within the parcel boundaries. The intent of this provision is to minimize increased or concentrated runoff into parcels to the west due to the development of the parcel; this condition does not preclude the use of on-site stormwater detention/retention to achieve the same result.
6. The final Parcel Map shall include all proposed easements, including those required for public utilities and drainage, to the satisfaction of the City Engineer.

7. The final Parcel Map shall include the proposed location of the sanitary sewer and water services for each parcel. The water meter for a property must be located in front of the property for the parcel it services. There will need to be adjustments in order for 560 McKinley Avenue to continue to use the existing water service. The new property line can be adjusted to the South, the water service can be relocated, or an easement can be created. If there is an easement created for 560 McKinley Avenue, Del Oro will need a copy of it once it is recorded.
  
10. The applicant shall submit construction documents for all required public improvements and shall provide all City required securities. Public improvements may include, but are not limited to: Utility work, sidewalk improvements, reconstructed driveways to meet ADA, etc. along the McKinley Avenue frontage, as deemed necessary by the City Engineer. All public improvements shall be designed and constructed in accordance with the City's Improvement Standards prior to the recordation of the final Parcel Map.

*NOTE: The construction of public improvements fronting the newly created parcel, may be deferred until which time an application is submitted for any structure or earthwork activity within the newly created parcel. Prior to finaling the building permit, all public improvements shall be completed.*



Vicinity Map



**PROPERTY ADDRESS**  
520 & 560 McKinley Avenue  
APN 31-241-07 & 11

**OWNERS & SUBDIVIDER**  
Lorene Laffranchi (subdivider)  
999 Evelyn Terrace No. 51  
Sunnyvale, CA 94086

John & Diane Woodward  
735 Giacomini Lane  
Fermdale, CA 95536

**MAP prepared by:**  
David F Yarrington PLS No. 5996  
PO Box 125 Fermdale, CA 95536  
(707) 786-4930

**LEGAL DESCRIPTION**  
A portion of Lot 1, Block 9 of the Tyrell Addition to Fermdale, an unrecorded Survey by J. A. Shaw dated July 1901 (see sheet 2 for full description)

**USAGE & AREA**  
Current 2 parcel: Residential  
Proposed Usage: 3 Parcels  
Parcel 1: 7,680 sq ft  
Parcel 2: 8,880 sq ft  
Parcel 3: 16,200 sq ft  
Date of Survey: May 28, 2015  
Contour Interval: 1 foot  
Bench Mark: Q 1468  
Metal Rod located on East side of 5th Street and 300' North of Arlington Ave  
Elevation = 30.42 NAVD88

**NOTES**  
1. Two easements for the right to lay and maintain a pipeline (18 D 510 & 41 D 25) are not locatable per record and thus, are not shown hereon.  
2. There are no wells or septic tanks.  
3. The are no visible Historical Buildings or any known Archeological / Paleontological resources or apparent sensitive habitat areas.  
4. The site is located outside the 500 year flood boundary as defined by the Federal Emergency Management. There are no apparent hazardous areas.  
5. All easements of record are shown on this tentative map and will appear on the recorded subdivision map (see note 1. for exceptions).  
6. No proposed grading

**NOTES**  
1. Two easements for the right to lay and maintain a pipeline (18 D 510 & 41 D 25) are not locatable per record and thus, are not shown hereon.  
2. There are no wells or septic tanks.  
3. The are no visible Historical Buildings or any known Archeological / Paleontological resources or apparent sensitive habitat areas.  
4. The site is located outside the 500 year flood boundary as defined by the Federal Emergency Management. There are no apparent hazardous areas.  
5. All easements of record are shown on this tentative map and will appear on the recorded subdivision map (see note 1. for exceptions).  
6. No proposed grading

**SECRETARY OF THE PLANNING COMMISSION STATEMENT**  
This Tentative Map was approved by a vote of the Planning Commission, at which a quorum was present, on: \_\_\_\_\_

**City Clerk Statement**  
By: \_\_\_\_\_  
This Tentative Map was approved by a vote of the City Council, at which a quorum was present, on: \_\_\_\_\_

**Laffranchi / Woodward  
Minor Subdivision Tentative Map**

Drawn by DFV	Date: 10-30-2015	David F. Yarrington PLS PO Box 125 Fermdale, CA 95536 (707) 786-4930
Scale: 1" = 30'	Project No. LAFF01	
Site location or APN 31-241-07 & 11		Sheet 1 of 2

## ATTACHMENT B

### RESOLUTION NO. PC-2016-09

#### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF FERNDALE APPROVING THE TENTATIVE MAP SD-1522: LAFFRANCHI MINOR SUBDIVISION LOCATED AT 520 MCKINLEY AVENUE, FERNDALE, CALIFORNIA**

**WHEREAS**, an application has been submitted by David Yarrington on behalf of Lorene Laffranchi, the property owner, requesting approval of a tentative map for the Laffranchi Minor Subdivision at 520 McKinley Avenue, more particularly described as APN 031-2411-07, dated October 30, 2015, and that is on file in the Office of the Deputy City Clerk; and

**WHEREAS**, said subdivision complies with the requirements of the Subdivision Ordinance of the City of Ferndale, (Ordinance No. 99-04) and the Subdivision Map Act (Government Code § 66410, et seq.); and

**WHEREAS**, the Planning Commission at a properly noticed Public Hearing, received testimony and reviewed the proposed findings and a report submitted by the City Engineer:

**THEREFORE, BE IT NOW RESOLVED** that the Planning Commission does hereby determine that said subdivision of one parcel into two (2) lots is in compliance with the requirements of the Subdivision Ordinance of the City of Ferndale, (Ordinance No. 99-04), and the Subdivision Map Act (Government Code Section 66410, et seq.) based upon the following findings:

1. That the proposed map is consistent with the General Plan as specified in Government Code Sections 65451 and 66474.5.
2. That the proposed subdivision meets the housing needs of the City and that the public service needs of the subdivision's residents are within the available fiscal and environmental resources of the City.
3. That the proposed subdivision would not discharge waste into the City's sewer system that would result in violation of the requirements prescribed by the California Regional Water Quality Control Board.
4. That the proposed subdivision is categorically exempt from CEQA with a Class 15 Exemption.

Resolution PC-2016-09  
SD-1522  
Page 2

**BE IT FURTHER RESOLVED** that the Planning Commission of the City of Ferndale approves the Laffranchi Minor Subdivision Tentative Map dated October 30, 2015, and on file in the office of the Deputy City Clerk subject to the attached Conditions of Approval:

**PASSED this 2<sup>nd</sup> day of March 2016** by the following vote of the Planning Commission for the City of Ferndale:

This motion was made by Commissioner \_\_\_\_\_.

The motion was seconded by Commissioner \_\_\_\_\_.

YES:

NO:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Jorgen Von Frausing-Borch, Chairman

Attest:

\_\_\_\_\_  
Deputy City Clerk

**CONDITIONS OF APPROVAL**  
**Laffranchi Subdivision Tentative Map, dated October 30, 2015**

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the subdivision, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Parcel Map being submitted to the County Recorder for filing.
2. The applicant shall make current (or show proof of payment) the Property Taxes for both parcels.
3. Since each property is owned separately, and more than one ownership involved, the Minor Subdivision shall be reflected in a deed or deeds for the areas to establish ownership, and a Record of Survey (if required by §8762 Business & Professions Code) OR the Laffranchi Subdivision Tentative Map will be recorded. If the Laffranchi Subdivision Tentative Map will be recorded, the existing plan will need to be reduced to 8.5" x 11" and should be recorded with Notice of Lot Line Adjustment & Certificate of Subdivision Compliance cover sheet (Ferndale Subdivision Ordinance 1.701 & 1.702).
4. The Applicant shall submit a Soils Report to the attention of the City Engineer's Office at the time the Map is recorded.
5. Prior to the issuance of any permit for any structure on or earthwork activity within newly created parcel, the permit applicant shall demonstrate compliance with the City of Ferndale Drainage Ordinance No. 94-01 to the satisfaction of the City Engineer. Additionally, all onsite surface drainage from the newly created parcel shall be collected within the parcel and conveyed to the public right-of-way of McKinley Avenue within the parcel boundaries. The intent of this provision is to minimize increased or concentrated runoff into parcels to the west due to the development of the parcel; this condition does not preclude the use of onsite stormwater detention/retention to achieve the same result.
6. The final Parcel Map shall include all proposed easements, including those required for public utilities and drainage, to the satisfaction of the City Engineer.
7. The final Parcel Map shall include the proposed location of the sanitary sewer and water services for each parcel. The water meter for a property must be located in front of the property for the parcel it services. There will need to be adjustments in order for 560 McKinley Avenue to continue to use the existing water service. The new property line can be adjusted to the South, the water service can be relocated, or an easement can be created. If there is an easement created for 560 McKinley Avenue, Del Oro will need a copy of it once it is recorded.
8. The applicant shall submit construction documents for all required public improvements and shall provide all City required securities. Public improvements may include, but are not limited to: Utility work, sidewalk improvements, reconstructed driveways to meet ADA, etc. along the McKinley Avenue frontage, as deemed necessary by the City Engineer. All public improvements shall be designed and constructed in accordance with the City's Improvement Standards prior to the recordation of the final Parcel Map.

NOTE: The construction of public improvements fronting the newly created parcel may be deferred until an application is submitted for any structure or earthwork activity within the newly created parcel. Prior to finalizing the building permit, all public improvements shall be completed.

## **Section 7: BUSINESS**

Meeting Date:	March 2, 2016	Agenda Item Number	7.1
Agenda Item Title	Interview Planning Commission Applicants and Recommend Appointment of Applicants to the City Council		
Presented By:	Kristene Tavares, Deputy City Clerk		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input checked="" type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Interview applicants for the Planning Commission expiring term and make recommendation to the City Council.

**BACKGROUND:**

There is currently one term that is expiring on the Planning Commission. Paul Gregson's term expires on March 1, 2016.

The Deputy City Clerk advertised the vacancy in the newspaper and posted the notices on three public bulletin boards in Ferndale. The deadline for application submittal was February 23, 2016. Only one application and/or letter of interest in serving on the Commission was received.

Per the Planning Commission Ordinance 05-05, the Planning Commission will interview applicant for the position of Planning Commissioner and may make recommendations for appointment to the City Council.

**§5.04 Appointments**

- 5.04.1 A new commissioner shall be appointed to fill a vacancy within ninety (90) days from the next regularly scheduled City Council meeting. The City Clerk shall advertise the vacancy (via notice in newspaper, public posting) and notify Ferndale residents to contact the City Clerk for an application, which can be picked up at City Hall or mailed to the applicant.
- 5.04.2 Applications must be received by the City Clerk by ten (10) calendar days from the date of posting of the vacancy. Applications must be forwarded to the remaining members of the Planning Commission the next business day after the closing date of the announcement. The Planning Commission will interview applicants at their next regular or special meeting. A priority ranking of the Commission's recommendations as well as reasons supporting the ranking will be forwarded the following business day to the City Council via the City Clerk.
- 5.04.3 The City Clerk shall include the recommendation list and reasons to support the ranking of candidates as an action agenda item for the next regular City Council meeting. The Council may interview the applicants, or rely on the Planning Commission recommendations. A member of the Commission will be present to summarize the qualifications and merits that support their ranking, and to answer questions posed by the City Council. The Council will vote, in open session, for the new Commissioner in the order of ranking by the Commission. The first person that

receives a majority will be selected to fill the vacancy. If a majority is not obtained, or if there are no applicants, the vacancy will be re-advertised and the ninety- (90) day clock resets.

§5.05 Vacancies - Vacancies shall be filled by appointment for the remaining portion of the term, or for four (4) years, starting March 1<sup>st</sup>, for expired terms.

**ATTACHMENTS:**

1. Copy of the Notice of Planning Commission Vacancy
2. Copy of Notice of Planning Commission Vacancy from newspaper
3. Paul Gregson application for reappointment

## CITY OF FERNDALE PUBLIC NOTICE

## Planning Commission Vacancy

Notice is hereby given that the Ferndale Planning Commission has a vacancy. The Planning Commission meets regularly on the 1st Wednesday of each month at 7:00 pm. If interested, please submit an application or a letter of interest. Applications are available at City Hall, 834 Main Street. Application or letter of interest must be received by 12:00pm **Tuesday, February 23, 2016** and can be hand delivered or mailed to City Hall, or emailed to [adminasst@ci.ferndale.ca.us](mailto:adminasst@ci.ferndale.ca.us). Applicants should plan to attend the 03/02/2016 Planning Commission meeting and the 03/17/2016 City Council Meeting for an interview. Call 786-4224 for further information.

*Kristene Tavares*, Deputy City Clerk

Dated: 02/11/2016

## CITY OF FERNDALE PUBLIC NOTICE

## Planning Commission Vacancy

Notice is hereby given that the Ferndale Planning Commission has a vacancy. The Planning Commission meets regularly on the 1st Wednesday of each month at 7:00 pm. If interested, please submit an application or a letter of interest. Applications are available at City Hall, 834 Main Street. Application or letter of interest must be received by 12:00pm **Tuesday, February 23, 2016** and can be hand delivered or mailed to City Hall, or emailed to [adminasst@ci.ferndale.ca.us](mailto:adminasst@ci.ferndale.ca.us). Applicants should plan to attend the 03/02/2016 Planning Commission meeting and the 03/17/2016 City Council Meeting for an interview. Call 786-4224 for further information.

*Kristene Tavares*, Deputy City Clerk

Dated: 02/11/2016

**The Answer is One Phone Call Away**  
**707 - 442 - 5823**

**Notice of Vacancy  
Ferndale Planning  
Commission**

Notice is hereby given that the Ferndale Planning Commission has a vacancy. The Planning Commission meets regularly on the 1st Wednesday of each month at 7:00 pm. If interested, please submit an application or a letter of interest. Applications are available at City Hall, 834 Main Street. Application or letter of interest must be received by 12:00pm Tuesday, February 23, 2016 and can be hand delivered or mailed to City Hall, or emailed to adminasst@ci.ferndale.ca.us. Applicants should plan to attend the 03/02/2016 Planning Commission meeting and the 03/17/2016 City Council Meeting for an interview. Call 786-4224 for further information.

Kristene Tavares, Deputy  
City Clerk  
Dated: 02/11/2016

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"Your home away  
from home"**

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and weekly rates  
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**CITY OF FERNDALE  
PUBLIC NOTICE  
Design Review  
Committee Vacancy**

Notice is hereby given that the Ferndale Design Review Committee has a vacancy. Applicants shall have a 95536 zip code. The committee's regular meeting is on the 4th Thursday of each month at 8:30am and meets other Thursdays at 8:30 am when necessary. If interested, please submit an application (available at City Hall or it can be mailed). Application must be received by 4:00pm Tuesday, February 23, 2016 and can be delivered to City Hall (Mon-Thurs 9-4pm), mailed to POB 1095, Ferndale 95536 or emailed to adminasst@ci.ferndale.ca.us. Applicants should plan to attend the 03/02/2016 Planning Commission meeting and the 03/17/2016 City Council Meeting for an interview. Call 786-4224 for further information.

Kristene Tavares, Deputy  
City Clerk  
Dated: 02/11/2016

The court finds that petitioners Jennifer Steubing and Joe Steubing have filed a Petition for Change of Name with the clerk of the Superior Court of California, County of Humboldt, for a decree changing applicant's name from:

**CHASE KOLE BISHOP  
to CHASE KOLE  
STEBING**

The court orders all people interested in this matter to appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

**MARCH 18, 2016**

**1:45 pm**

**Dept. 8**

**Superior Court of  
California**

**County of Humboldt  
825 Fifth Street,  
Eureka, CA 95501**

Signed/ Dale A. Reinholdt, judge of the superior court  
4tp; 2-4/2-11/2-18/2-25-2016

**HUMBOLDT**  
*Land TITLE Co.*  
**humboldttitle.com**  
1075 S. Fortuna Blvd., Suite B • 726-0212 Fax 726-0216  
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1836 Central Ave., McKinleyville 839-8520 Fax 839-8523

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RECEIVED<sup>51</sup>  
FEB 22 2016

City of Ferndale  
PLANNING COMMISSION APPLICATION

BY:.....

NAME: PAUL GREGSON

ADDRESS: 1385 LINCOLN AVE

PHONE: (415) 244-0450 EMAIL: paul-gregson@yahoo.com

Please list education and/or experience which you feel relates to or would be beneficial to the role of Planning Commissioner (this may include serving on a board, commission or council, past or present government or civic experience, completed courses in land use planning, etc.)

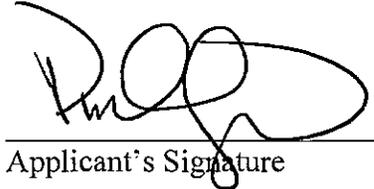
ONE YEAR EXPERIENCE AS  
COMMISSIONER ON CITY OF FERNDALE  
PLANNING COMMISSION

Please describe your knowledge or familiarity with Ferndale's General Plan and Zoning Ordinance:

SEE ABOVE

Please list any planning or zoning issues with which you may find yourself in conflict:

NONE COME TO MIND

  
Applicant's Signature

2/22/16  
Date

**Business Item 7.1 - Building and Land Use Permits**

<i>BUSINESS ITEM</i>		<i>January 27, 2016-February 24, 2016</i>
<i>Building Permits</i>		
B1606	1009 Main	Furnace Install
B1607	607 Main	Addition/Remodel
B1608	1231 Main	Fire Suppression System Install
B1609	481 McKinley	Foundation
B1610	934 Main	Repairs from Auto Collision

**NOTE: Staff will bring the Building Permit Book to the Planning Commission meetings so that any of the commissioners, or public, can view any permits that have been issued.**

**Section 8: CORRESPONDENCE**



January 25, 2016

Stephen & Ruth Nunes  
POB 876  
Ferndale, CA 95536

Re 500 McKinley Avenue (APN 031-251-010)  
Compliance with Zoning Ordinance 02-02

Dear Mr. & Mrs. Nunes,

It has come to the City's attention that there is a metal shipping/storage container on your property at 500 McKinley Ave. This "accessory unit" is in violation of Ferndale Zoning Ordinance 02-02, Section §7.02 which states:

*Accessory Uses: Accessory uses, as defined herein, shall be permitted as appurtenant to any permitted use, without the necessity of securing a use permit, unless particularly provided in this Article, provided that no accessory use shall be conducted on any property in any R Zone unless and until the main building is erected and occupied, or until a use permit is secured.*

Upon receiving a complaint, City staff investigated and did see the shipping container was placed on a vacant lot in an R-1 zone (~~residential single family dwelling zone~~) with no main building erected and occupied.

Please consider this a courtesy letter (per §2.03 of the Zoning Ordinance) advising you to remove the shipping/storage container within four (4) weeks of the date of this letter. You can find a copy of the Zoning Ordinance on the City's website at [ci.ferndale.ca.us](http://ci.ferndale.ca.us). Please submit evidence to the City that you have removed the container and are now in compliance with the Zoning Ordinance. Failure to abate this nuisance within four (4) weeks will result in further action. If you would like to discuss the matter or have any questions, please call 786-4224.

Sincerely,

Kristene Tavares  
Deputy City Clerk

File: 500 McKinley Avenue  
Correspondence



February 15, 2016

Stephen & Ruth Nunes  
P.O. Box 876  
Ferndale, CA 95536

Re 500 McKinley Ave (APN 031-251-010); Compliance with Zoning Ordinance 02-02

Dear Mr. & Mrs. Nunes,

The Deputy City Clerk sent you a letter last month concerning the use of a shipping container for personal storage on a vacant parcel of land located in a residential area of the city. In the letter, relevant City Codes were cited to clarify the responsibilities of property owners.

The property is zoned for residential purposes only. Until the property is developed with a residence, no other structures are to be constructed or stored on it. The use of sheds, garages, carports and other buildings is considered an accessory (e.g. secondary) purpose that supports a residential use on the same property, not a residence on an adjacent or nearby parcel of land.

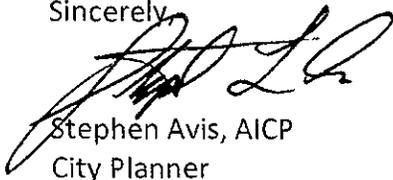
The Ferndale Municipal Code defines these types of building as accessory structures and permits them only when they are used in conjunction with a home.

There are several commercial storage facilities in the area to store personal and/or business items.

Also, provided that you adhere to the building setback and lot coverage regulations of the Zoning Ordinance and obtain the proper building permits, you may make use of storage buildings, garages, and sheds that are located on the same parcel of land as your residence.

Please remove the shipping container from the vacant lot per the guidelines provided by the City in its earlier letter. This represents your second notification.

Sincerely,



Stephen Avis, AICP  
City Planner

cc: Deputy City Clerk  
City Attorney

*for correspondence*



February 23, 2016

Jack & Joanne Crlenjak  
POB 1026  
Ferndale, CA 95536

RE: 543 & 553 Main Street (APN 031-085-013 & 031-085-014)

Dear Jack & Joanne,

It has come to the city's attention that you have raised the retaining wall on your property at 543 & 553 Main Street without obtaining the proper permits and/or obtaining an engineering review. Please contact our Building Official, Arnie Kemp, at (707)599-6226, so proper permitting and inspections can be obtained. Also, your property falls within the Design Review Zoning. An application will need to be filed with the city to obtain a Design Review Permit. Design Review Permits are required if any changes are made to the outside of a building or structure. This includes walls, fences, etc.

In the future, before starting any building project, please check with the city to see if a design review or building permit is necessary for any project being done. These permits must be obtained before beginning a project. We appreciate your cooperation in this matter.

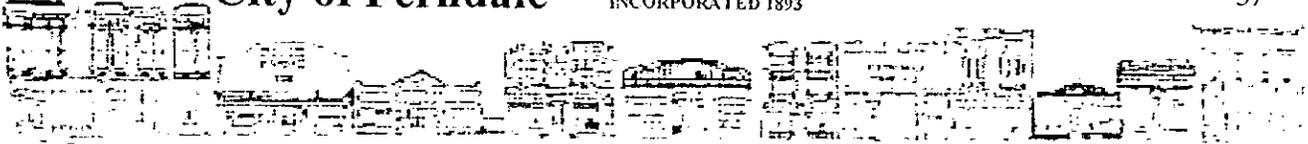
It is important for you to call Arnie Kemp, so we can move forward with getting your project properly permitted.

Thank you,

Kristene Tavares  
Deputy City Clerk

Cc: Arnie Kemp, correspondence, property file

*Correspondence*



February 23, 2016

Profant Family Trust  
PO Box 595  
Ferndale, CA 95536

Re: Home Occupation Permit & Business License

Dear Alexandra:

It has come to our attention that you are conducting business out of your home at 367 Shaw Avenue. Before conducting any business type activities out of your home, you will need to apply for a Home Occupation Permit (HOP), and go through a Public Hearing process. Please refer to Ferndale Zoning Ordinance 02-02 §7.11 for Home Occupation Permit application compliance. In addition to the HOP permit, you will also need to obtain a Ferndale business license.

The application for a Home Occupation Permit, as well as the process, is available on our web page at [ci.ferndale.ca.us](http://ci.ferndale.ca.us). Click on "Permits" and find "Home Occupation Permit." The fee for a Home Occupation Permit is \$150.00. The business license application is also online – click on "Licenses" and then on Business License. All of these forms are also available at City Hall during business hours.

Please cease all business activities until you have obtained the proper permits and licenses. If you have any questions, please call City Hall at (707)786-4224. City Hall is open Mon-Thurs 9am-4pm.

Thank you

Kristene Tavares  
Deputy City Clerk

Cc: Correspondence

**Section 9: COMMISSIONER COMMENTS**

**Section 10: STAFF REPORTS**

**Section 11: ADJOURNMENT**