

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

Location:	City Hall	Date:	May 4, 2016
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	April 28, 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 March 2, 2015 Regular Meeting Page 3
- 5.0 Public Comment
- 6.0 Business (Note: This is the time for commissioners to report any Ex Parte communications on this agenda item.)
 - 6.1 Design Review Applicants Page 7
 - 6.2 Building and Land Use Permits Feb 25, 2016-April 27, 2016 Page 11
 - 6.3 Design Review Committee Report & Minutes Page 12
- 7.0 Correspondence None
- 8.0 Commissioner Comments
- 9.0 City Planners and Deputy City Clerk’s Staff Reports
- 10.0 Adjournment

**The next regular meeting of the Ferndale Planning Commission will be on
June 1, 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 March 2, 2016

Call to Order — Chair Jorgen von Frausing-Borch called the Planning Commission Meeting to order at 6:58 pm. 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 – Commissioners suggested holding one public hearing for the Laffranchi/Woodward LLA and Laffranchi Minor Subdivision.

4.0 Approval of previous minutes – **Motion:** To approve the minutes of the February 3, 2016 Regular Meeting with spelling correction. **(Gregson/Beltz) Unanimous**

5.0 Public Comment-None

6.0 Public Hearing

6.1 1430 Main Street Vacation Rental- Commissioners Nielsen and Gregson both recused their selves stating their residences were within 500ft of the project location and exited the room. City Planner Stephen Avis presented the Planning Commissioners with the staff report for the proposed vacation rental. Chair von Frausing-Borch opened up the public hearing on the project. Applicant Maggie Tonini spoke to commissioners stating she plans to make this a very nice vacation rental and enhancing the neighborhood. Commissioner Warner questioned staff on the amount of rentals and bed & Breakfast facilities within city limits. Commissioner Beltz stated she appreciated the included letters in the application from surrounding property owners in favor of the project. Chair von Frausing-Borch asked the Tonini's if the proposed vacation rental would be managed by an agency and if they were going to have a two-night minimum stay. Tonini stated in was going to be managed by Redwood Coast Vacation Rentals and there would be a minimum stay requirement. **MOTION:** To adopt Resolution No. PC 2016-08 making the required findings of fact listed in Attachment A to approve the Use Permit, subject to the conditions of approval listed in Attachment B and allow for vacation rental use of a single-family residence. **(Beltz/Warner) 3-0-2**

Commissioners Gregson and Nielsen were invited back to the meeting.

6.2 Chenoweth LLA: Commissioner Warner recused himself stating he owned property within 500ft of the project location and exited the room. City Planner Stephen Avis presented the Planning Commissioners with the staff report for the proposed LLA involving 439 Berding Street and 550 Washington Street. Chair von Frausing-Borch opened the public hearing. There was no public comment. Public hearing was closed. Commissioners had no comments on the

proposed LLA. **MOTION:** to recommend the City Engineer to approve the Lot Line Adjustment involving 439 Berding Street (APN 031-091-006) and 550 Washington Street (031-091-029).

(Nielsen/Gregson) 4-0-1

Commissioner Warner was invited back to the meeting.

6.3 Laffranchi/Woodward LLA: Commissioner Beltz recused herself stating she was within 300ft of the project location and exited the room. City Planner Stephen Avis presented the Planning Commissioners with the staff report for the proposed LLA as well as the proposed Minor Subdivision. Warner questioned the Woodward property and where it was located. Avis explained where their property lines were currently located and where the new property lines will be added. Avis also explained that one of the property lines currently runs through a house and this LLA will address that situation. Warner questioned the reason why the decision was made to do both a LLA and minor subdivision instead of just doing a simple minor subdivision. Avis explained the City Engineer made the decision to do two separate applications. Warner asked if any of these lots would all be conforming. Avis stated the Woodward property was non-conforming due to the fact the existing property line on the side yard did not meet the required setbacks. Avis also stated there was a correction on the conditions of approval listed for lot line adjustment. The condition that will be removed is Item number 4 which states *"The final Parcel Map shall include all proposed easements, including those required for public utilities and drainage, to the satisfaction of the City Engineer."* Gregson questioned staff on the wastewater not signing off on the project. Gregson stated he just didn't want the city to be liable later down the line. **MOTION:** to recommend the City Engineer to approve the Lot Line Adjustment involving 520 McKinley Ave (APN 031-241-007) and 560 McKinley Ave (APN 031-241-011). **(Gregson/Warner) 4-0-1**

MOTION to adopt Resolution PC2016-09 approving the Laffranchi Tentative Map dated October 30, 2015 with Conditions of Approval and the added condition the sewer capacity for the addition of a lateral is looked into. **(Warner/Gregson) 4-0-1**

Commissioner Beltz was invited back to the meeting.

7.0 Business

7.1 Planning Commissioner Applicants: Staff informed Commissioners that they had posted notices and advertised. Paul Gregson was the only applicant. Chair von Frausing-Borch stated he appreciated the Paul had decided to stay on. Motion to recommend to City Council the reappointment of Paul Gregson to the Planning Commission. **(von Frausing-Borch/Warner) 4-0-1**

7.2 Building and Land Use Permits Jan 28-Feb 24, 2016: Commissioners had no comments

8.0 Correspondence- Staff sent out three letters regarding miscellaneous code violations. Commissioners discussed the violations. Commissioner Beltz commented on a pile of construction debris and miscellaneous items located behind 543 Main Street. Staff will look into this.

9.0 Commissioner Comments- No Comments

10.0 Staff Comments- Staff commented they would be re-advertising for the Design Review Vacancy. Planner Avis stated at the next Design Review Meeting we would be presenting the negative declarations for both 406 Main (Lentz Building) and 484 Main (Paine Building).

Meeting Adjourned at 7:39 pm

Respectfully Submitted

Kristene Tavares
Deputy City Clerk

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 2/3rd 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: BUSINESS

Meeting Date:	May 4, 2016	Agenda Item Number	6.1
Agenda Item Title	Recommend Appointment of Member to Serve on the Design Review Committee		
Presented By:	Kristene Hall, 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:

Recommend appointment of a member to serve on the Design Review Committee to the City Council.

BACKGROUND:

The Design Review Committee has been short a member since January of this year due to the resignation of Mark Giacomini. City staff advertised and posted notice of the vacancy several times. The last posting had a deadline of April 27, 2016. Staff received two applications. The first application came from Diane Ostler and the second application is from Patrick O'Rourke.

ATTACHMENTS:

Diane Ostler Application
 Patrick O'Rourke Application
 Public Notice

City of Ferndale
DESIGN REVIEW COMMITTEE APPLICATION

Name: DIANE OSTLER

Address: _____

Phone: _____

Please list education and/or experience which you feel relates to or would be beneficial to the role of Design Review Committee Member (this may include serving on a board, commission or council, past or present government or civic experience, completed courses or knowledge in planning, architecture, landscape architecture, historical restoration or similar experience related to the design of physical improvements, etc.)

Certified Designer from UCLA
owns alot of property in Ferndale
married to Phillip Ostler

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

I married into Ferndale.

Please list any design review issues with which you may find yourself in conflict:

I have trained taste

Diane Ostler
Applicant's Signature

4-14-16 RECEIVED APR 14 2016
Date

RECEIVED
APR 20 2016

City of Ferndale

BY: DESIGN REVIEW COMMITTEE APPLICATION

Name: PATRICK K. O'ROURKE

Address:

Phone: (

Please list education and/or experience which you feel relates to or would be beneficial to the role of Design Review Committee Member (this may include serving on a board, commission or council, past or present government or civic experience, completed courses or knowledge in planning, architecture, landscape architecture, historical restoration or similar experience related to the design of physical improvements, etc.)

I HOLD A MASTER'S DEGREE IN PUBLIC AFFAIRS WITH A SPECIALTY IN NON-PROFIT MANAGEMENT. I SERVE ON THE BOARDS OF THE FERNDALE REPERTORY THEATRE AND THE FERN COTTAGE FOUNDATION. I HAVE SUBSTANTIAL EXPERIENCE IN TOP-LEVEL LEADERSHIP & SENIOR MANAGEMENT IN FOR-PROFIT/ENTREPRENEURIAL COMPANIES; SOCIAL ENTREPRENEURIAL, NON-PROFIT ORGANIZATIONS; PRIVATE FAMILY FOUNDATIONS & EDUCATION. I HAVE TAKEN TERTIARY-LEVEL COMMUNICATIONS CLASSES AT NUMEROUS COLLEGES & UNIVERSITIES. INCLUDING VISUAL COMMUNICATIONS & AESTHETICS.

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

I HAVE SOME COURSE/FAMILIARITY WITH GENERAL PLAN & ZONING ORDINANCES - PARTICULARLY AS OPEN JURISDICTIONAL WHERE I HAVE LIVED/WORKED. I AM A FAST LEARNER HOWEVER, AND WOULD QUICKLY BECOME FAMILIAR WITH ALL APPROPRIATE PLANS, ORDINANCES, & STANDARDS. I HAVE ATTENDED MOST OF THE CITY COUNCIL MEETINGS SINCE MOVING TO FERNDALE IN MARCH 2015. I HAVE ALSO ATTENDED 1 MEETING OF THE PLANNING COMMISSION & 1 OF THE DESIGN REVIEW COMMITTEE AS AN OBSERVER.

Please list any design review issues with which you may find yourself in conflict:

NONE, THAT I AM AWARE OF AT PRESENT. BUT WOULD ADVISE THE COMMITTEE AND RECUSE MYSELF FROM ANY ISSUE THAT MAY ARISE IN THE FUTURE WHEN A CONFLICT EXISTS AND/OR WOULD BE PERCEIVED.

[Signature]
Applicant's Signature

4/20/2016
Date

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 also meets other Thursdays at 8:30am when necessary. If interested, please submit an application (available at City Hall or it can be mailed). Application must be received by 4:00pm **Wednesday, April 27, 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 05/04/2016 Planning Commission meeting as well as the 05/19/2016 City Council Meeting for an interview. Call 786-4224 for further information.

Kristene Tavares, Deputy City Clerk

Dated: 04/14/2016

CITY OF FERNDALE PUBLIC NOTICE

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Kristene Tavares, Deputy City Clerk

Dated: 04/14/2016

Business Item 7.1 - Building and Land Use Permits

<i>BUSINESS ITEM</i>		<i>February 24, 2016-April 27, 2016</i>
<i>Building Permits</i>		
B1611	1448 Main St	Re-Roof
B1612	1148 Main St	Furnace Install
B1613	850 Bluff St	Addition
B1614	1448 Main St	Furnace Install
B1615	311 Ocean	Remodel
B1616	727 Rose	Re-Roof
B1617	207 Francis	Sewer/Electrical
B1618	360 Craig	Porch Enclosure
B1620	689 3 rd Street	Electrical
B1621	366 Main	Re-Roof

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.

Meeting Date:	May 4, 2016	Agenda Item Number	6.3
Agenda Item Title	Design Review Committee Report & Minutes		
Presented By:	Kristene Tavares, Deputy City Clerk		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive and file report from Design Review Committee members.

BACKGROUND:

Chairman Von Frausing-Borch and staff have discussed having the two Design Review Committee members report on items of interest. This will be an on-going item on the agenda.

ATTACHMENTS:

1. Minutes of the 03/03/2016 Design Review Committee
2. Minutes of the 03/10/2016 Design Review Committee

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 03/03/16 - 8:30am meeting

Chair Jeff Farley opened the meeting at 8:32 a.m. Committee Members Paul Gregson and Ellin Beltz were present along with Deputy City Clerk Kristene Tavares.

Approval of Previous Minutes: **MOTION** to **APPROVE** January 7, 2016 and January 14, 2016 meeting minutes. **(Beltz/Gregson) Unanimous**

There were no Modifications to the Agenda.

There was no Public Comments.

682 Berding Street: Design Review Committee was presented with an application to convert a garage into a loft guesthouse. Staff explained the applicant intends to put in additional windows and replace garage doors with siding. Colors and windows will match the main residence. Committee Member Beltz was glad the applicant was able to not really change the view from the street while increasing the use of his property. Committee Members agreed it was a nice design. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit and Sign Permit, subject to the conditions of approval listed in Attachment B, allowing for the remodel of an older, existing garage into a loft guesthouse using the approved design. **(Gregson/Beltz) Unanimous**

Design Review Sign-offs: The following Design Review Permits were signed off: DR1527, DR1528 and DR1601.

There was no Correspondence:

There were no Committee Member Comments

Meeting adjourned at 8:43 am

Respectfully submitted,

Kristene Tavares, Deputy City Clerk
City of Ferndale

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 03/10/16 - 8:30am meeting

Chair Jeff Farley opened the meeting at 8:48 a.m. Committee Members Paul Gregson and Ellin Beltz were present along with Deputy City Clerk Kristene Tavares.

Approval of Previous Minutes: **MOTION** to **APPROVE** the March 3, 2016 meeting minutes.
(Gregson/Beltz) Unanimous

There were no Modifications to the Agenda.

There was no Public Comments.

399 Main Street: Design Review Committee was presented with an application to paint a 36"X36" and a 12"X12" business sign on the storefront window and entrance door. Staff commented that the applicant was within the allotted square footage. Commissioners agreed it was a tastefully done sign. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit and Sign Permit, subject to the conditions of approval listed in Attachment B, allowing the applicant to paint business signs on the storefront window and entrance door using the approved dimensions, design and color. **(Gregson/Beltz) Unanimous**

There was no Correspondence:

There were no Committee Member Comments

Meeting adjourned at 8:57 am

Respectfully submitted,

Kristene Tavares, Deputy City Clerk
City of Ferndale

Section 7: CORRESPONDENCE

Section 8: COMMISSIONER COMMENTS

Section 9: STAFF REPORTS

Section 10: ADJOURNMENT