

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

Location:	City Hall	Date:	April 20, 2011
	834 Main Street	Time:	7:00 p.m. Regular Meeting
	Ferndale CA 95536	Posted:	4/14/11

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 Open meeting / flag salute / roll call
- 2.0 Update Agenda
  - 2.1 Proposed changes, modifications to agenda items
  - 2.2 Commissioners comments
- 3.0 Approval of previous minutes – February 16, 2011. .... Page 2
- 4.0 Public Comment ..... Page 3
- 5.0 Public Hearing ..... None
- 6.0 Correspondence and Oral Communications ..... Page 4
- 7.0 Business
  - 7.1 Draft Historical and Cultural Resources Element Goals and Policies .....Page 8
  - 7.2 Goals .....Page 12
  - 7.3 Lighting and Signage ..... Page 13
  - 7.4 Historical Record of Architectural Changes ..... Page 14
  - 7.5 Public Education..... Page 15
- 8.0 City Clerk’s and City Planner’s Staff Reports ..... Page 16
- 9.0 Design Review Minutes ..... Page 18
- 10.0 Adjournment – Next regular meeting May 18, 2011 ..... Page 21

**City of Ferndale, Humboldt County, California USA**  
Minutes for Planning Commission Meeting of February 16, 2011

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:10 p.m. Commissioners Trevor Harper and Dan Brown, and City Clerk Nancy Kaytis-Slocum and City Planner Vanessa Blodgett were present. Lino Mogni and Nancy Trujillo were absent. Those in attendance pledged allegiance to the flag.

MOTION: (Brown/Harper): The January 26, 2011 minutes were unanimously approved. There was no public comment. Commissioner Mogni joined the commission at 7:20pm.

PUBLIC HEARING: Exception to Development – Keith Power; 550 Eugene, Fence height. The Chair opened the public hearing. Planner Blodgett gave a brief overview of the project. The applicant showed pictures of the fence and also submitted a letter from some of the neighbors showing that they did not mind the height of the fence. Discussion followed including Commissioner Harper who felt that a 9' fence does not maintain the integrity of the neighborhood. Planner Blodgett advised that this type of permit goes with the fence and if the fence needs to be rebuilt at some future time, it would have to come back before the Planning Commission for another exception to development permit. Commissioner Brown was concerned with setting precedence by allowing a nine foot fence. The Public Hearing was closed at 7:45. Condition 6 was added: The fence height along the front portion of the southeast side (adjacent to the 560 Eugene Street driveway) shall be reduced to three feet tall for the first five feet back from the sidewalk adjacent to Eugene Street. MOTION: (Brown/Mogni) Adopt Resolution No. PC 2011-10 making the required findings of fact listed in Attachment A, and approve the Exception to Development Standards Permit, subject to the conditions of approval listed in Attachment B as amended to allow for a six to nine foot tall fence at 550 Eugene Street (APN 031-103-003). Motion carried unanimously. When the clerk reiterated what the vote meant by showing the applicant that he would have to reduce all of the Northwest side of the fence to six feet, the chair said that was not what he a voted for. MOTION: (Brown/Mogni) Move to reconsider the previous motion. All in favor. Discussion followed regarding whether the fence rail at nine feet could be left up, whether the nine foot fence along the neighbor's barn could be left and the fact that the northwest section of the fence could be seen from Berding Street. The original motion was repeated: MOTION: (Brown/Harper) Adopt Resolution No. PC 2011-10 making the required findings of fact listed in Attachment A, and approve the Exception to Development Standards Permit, subject to the conditions of approval listed in Attachment B as amended to allow for a six to nine foot tall fence at 550 Eugene Street (APN 031-103-003). The motion carried with a no from Commissioner von Frausing-Borch.

Commissioner Mogni advised that the Sign and Lighting committee had not yet met.

Under correspondence, City Clerk Kaytis-Slocum explained that three letters had gone out to businesses; two of them had to do with signage and one had to do with a door. The Clerk was asked to send a fourth letter regarding a sign that did not come before the Design Review Committee.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted:

Nancy Kaytis-Slocum, City Clerk

## **Section 4: 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 5: PUBLIC HEARINGS**

## **Section 6: CORRESPONDENCE**

Correspondence Files are available for review at City Hall during regular business hours,  
Monday through Thursday, 9am to 4pm.



March 29, 2011

Rigoberto Matias Mendez & Maria de Lourdes Briseno de  
Restaurant Matias  
POB 541  
Ferndale, CA 95536

Re: Restaurant Matias signage, 460 Main Street.

Dear Mr. Mendez

The Design Review Committee approved the Restaurant Matias awning signage on your building. However, the "Mexican Restaurant" sign in the window can only be .25 square feet; and the WIFI signs are not to exceed a total of three square feet.

As soon as you remedy the "Mexican Restaurant" window sign and the WIFI signs, your business will be in compliance.

Thank you,



Brianna Smith  
Administrative Assistant

File: Correspondence  
460 Main Street

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March 29, 2011

Mr. Clay Edeline  
No Brand Burger Stand  
1400C Main Street  
Ferndale, CA 95536

Dear Mr. Edeline

We would like to thank you for bringing your business into compliance with the Zoning and Nuisance Ordinances. Your business did a good job in cleaning up the signage and we appreciate your cooperation.

Sincerely,



Brianna Smith  
Administrative Assistant

File: Correspondence ✓  
1400 C Main Street.

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March 29, 2011

Michael Meltzer  
1864 Brandi Lane  
Fortuna, CA 95540

Re: 619 Main Street. Signage.

Dear Mr. Meltzer,

Your request for approval for your 2' x 3' ½" sign reading Lotus Asian Bistro & Tea Room is approved.

If you have any questions, please don't hesitate to call.

Thank you,



Brianna Smith  
Administrative Assistant

File: Correspondence-  
619 Main Street

March 29, 2011

Lowell Daniels and Jenny Oaks  
Ferndale Clothing Co.  
POB 96  
Ferndale CA 95536

Re: Ferndale Clothing Co, 361 Main St, Approval of entry door.

Dear Mr. Daniel & Ms. Oaks

Your request for the approval of your existing entry door was approved.

If you have any questions, please don't hesitate to call.

Thank you,

A handwritten signature in black ink, appearing to read "Brianna Smith". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Brianna Smith  
Administrative Assistant

File: Correspondence ✓  
361 Main Street

## Section 7: BUSINESS

Meeting Date:	April 20, 2011		Agenda Item Number	7.1		
Agenda Item Title:	Draft Historical & Cultural Resources Element Goals and Policies					
Presented By:	Vanessa Blodgett, City Planner					
Type of Item:		Action	x	Discussion	x	Information
Action Required:	x	No Action		Voice Vote		Roll Call Vote

### RECOMMENDATION:

Review Draft Historical & Cultural Resources Element Goals and Policies and provide feedback.

### DISCUSSION

The Draft Goals and Polices were prepared based on comments received at the January 26, 2011 Planning Commission and Design Review Committee meeting. The Historical & Cultural Resources Element of the City general plan will set goals, policies and implementation strategies for the City's role in planning for the unique historical aspects of Ferndale and its regional cultural setting in the Eel River Valley. The implementation strategies will be developed once the goals and policies have been defined.

## 4.0 GOALS, POLICIES AND IMPLEMENTATION STRATEGIES

This section contains a resources preservation program for ongoing preservation, maintenance, and rehabilitation of historical and cultural resources. The goals, policies and strategies guide specific activities related to historic preservation.

**Goals** are general statements of values or aspirations held by the community in relation to each issue area. They are the ends toward which the jurisdiction will address its efforts.

**Policies** are more precise expressions of the community's position on particular issues, or how particular goals will be interpreted or implemented. Policies may include guidelines, standards, objectives, maps, diagrams, or a combination of these components.

Implementing **Strategies** present specific actions and practices that the city will undertake to address policy issues and move closer to the community's goals. These might include ongoing programs sponsored by the city (e.g. a façade renovation program), discrete time-specific actions (e.g. adopt an ordinance), or further planning action (e.g. develop a specific plan).

### GOAL 1

*A distinctive community that values, protects, and celebrates its cultural and historical heritage by promoting preservation of structures and sites that are representative of the various periods of the city's development.*

Policy 1.1 - The City shall use state recommended and federally established guidelines for designation of potential historic and cultural resources.

Policy 1.2 - The City shall maintain a database of identified historic and cultural resources.

Policy 1.3 - The City shall develop a program to identify and document historic buildings, structures, and sites. There shall be a clear process for both adding and removing identified resources.

Policy 1.4 - The City shall encourage the use of the Secretary of Interior Standards and the State Historic Building Code for the preservation and rehabilitation of historic properties.

### Implementation Strategies

To be developed.

## GOAL 2

*The City's historic resources are highly valued and key features for promoting heritage tourism and economic development.*

Policy 2.1 - The City shall encourage the Ferndale Chamber of Commerce, Ferndale Museum, and other similar organizations, in coordination with the Design Review Committee, to prepare informational materials related to Ferndale's most significant historical resources.

Policy 2.2 - The City shall recognize Ferndale's historic and cultural resources as an asset and shall encourage programs that preserve, protect and promote these resources.

Policy 2.3 - The City shall encourage the Ferndale Chamber of Commerce, Ferndale Museum, and other similar organizations to conduct events with heritage themes to attract tourism/ visitor use to Ferndale.

### Implementation Strategies

To be developed.

## GOAL 3

*An awareness of the value of the City's historical resources through education about methods and techniques to protect and enhance the quality of these resources.*

Policy 3.1 - The City shall provide information and educational materials related to historic preservation to the public and shall work with other groups to sponsor preservation related trainings and workshops.

Policy 3.2 - The City shall support and encourage the creation and distribution of educational and interpretive materials related to historic preservation for residents and visitors.

Policy 3.3 - The City shall support the development and production of educational and interpretive materials that promote Ferndale's history and historic resources.

### Implementation Strategies

To be developed.

#### GOAL 4

*Clear design review procedures for alterations to existing structures and proposed new development. Make the design and context of new development compatible with existing historic resources, community character and livability of Ferndale. Support preservation of structures and sites to minimize potential for demolition due to neglect.*

Policy 5.1 - The City shall support and encourage new construction that is compatible in scale and character with proximate cultural resources and historic districts.

Policy 5.2 - The City shall evaluate the need for a demolition permitting process taking into consideration potential impacts resulting from demolition of historic resources and the impact on property owners resulting from potential added expense and regulatory delay in issuing demolition permits.

Policy 5.3 - The City shall determine if a demolition permit process should be established to set clear review standards and establish findings required for proposed demolition approval.

#### Implementation Strategies

To be developed

Meeting Date:	April 20, 2011	Agenda Item Number	7.2
Agenda Item Title:	Goals		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input checked="" 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.

**DISCUSSION**

The City Manager has been asked by the City Council to set goals for the next year. It would be helpful to have the Planning Commission set goals for themselves and to include the Design Review Committee. This will allow the City Manager to consider all goals when it comes time to set the budget. It will also ensure that the Planning Commission and the Design Review Committee are on the same page.

Meeting Date:	April 20, 2011	Agenda Item Number	7.3
Agenda Item Title:	Lighting and Signage		
Presented By:	Jay Parrish, City Manager		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Either continue the ad hoc committee for another six months, or ask that Michael Bailey present his list of definitions and outline for a sign ordinance at the next Planning Commission meeting as a starting point for a new sign ordinance.

**DISCUSSION**

On August 25, 2010 the Planning Commission directed Commissioners Lino Moggi and Nancy Trujillo to work together on specific ordinance and procedure changes dealing with lighting and signage. The committee was set up for six months, which has now passed.

Meanwhile, in the course of looking at design review applications, the Design Review Committee has found the Zoning Ordinance lacking in several areas, particularly dealing with lighting and signage. Committee member Michael Bailey has put together a list of definitions of signs, as well as an outline for a sign ordinance. The Design Review Committee would like comments from the business community, too. Any ordinance would have to be approved by the Planning Commission before being presented to the City Council.

Meeting Date:	April 20, 2011	Agenda Item Number	7.4
Agenda Item Title:	Historical Record of Architectural Changes		
Presented By:	Dan Brown or Dane Cowan		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

**RECOMMENDATION:**

Approve the Design Review Committee's recommendation for recording architectural changes.

**DISCUSSION**

(From the 1-26-11 Planning Commission Minutes): "Historical Record of Architectural Changes. Design Review Chair Dan Brown explained that this was brought up by Dane Cowan during a Design Review meeting. It would be helpful to have before and after pictures to document changes. The photographs could be required as part of the building permit process. The Chair asked that Design Review come up with a process or method and bring it back as an action item to the Planning Commission for recommendation to send it to the City Council for approval."

During a recent Design Review Committee meeting, the committee voted to ask the Planning Commission to request documentation of changes to the exterior of buildings be submitted with building permit applications. Changes could be documented by photographs showing elevations where changes are requested.

Meeting Date:	April 20, 2011	Agenda Item Number	7.5
Agenda Item Title:	Public Education		
Presented By:	Dan Brown		
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.

**DISCUSSION**

(From the 1-26-11 Planning Commission Minutes): Public Education: Commissioner and Design Review Chair Dan Brown talked about the excellent memo and research that committee member Michael Sweeney did on public education. Sweeney spoke on the subject to the Commission. The Commission would like to see this worked into something: how can we best use this information and expand, then finalize something.

Committee member Michael Sweeney has been working with the City Planner and Kirk Gothier of the Ferndale Museum to coordinate disseminating information about the Historic and Cultural Resources General Plan Element to the public. One of the outreach tactics involves posting the Draft to the City's webpage, and then having the Museum use their newsletter and webpage to get the information to the museum membership, asking for comments.

## **Section 8: REPORTS**

### **CITY PLANNER:**

#### ***Meetings & Planning Materials***

- Coordinated with City Manager and City Clerk on planning and development projects.
- Prepared a memo summarizing Mills Act historic property tax incentive program potential development and implementation, per City staff request.
- Responded to inquiry about constructing an accessory structure within 4 ft. of main building. If roofs are connected over a covered walkway between the buildings they could be considered attached.

#### ***Projects***

- 550 Eugene Street - Exception to Development Standards Permit for a six to nine foot tall fence. Prepared Planning Commission action letter and sent to applicant.
- General Plan Update - Historic & Cultural Resources Element - Continued preparation of new element including historic & cultural setting and historical resources and design review chapters.
- General Plan Update - Housing Element Update - Received and reviewed HCD March 1, 2011 letter to the City and discussed with City staff. Revised and updated vacant land inventory GIS mapping.

### **CITY CLERK:**

#### ***Meetings***

- City Council Meeting – 3/3/11
- Design Review Special Meeting – 3/10/11
- Drainage Committee Meeting – 3/10/11
- Design Review Committee Meeting – Brianna took Minutes for this 3/24/11
- Planning Commission Meeting – None in March
- Meetings with City Manager regarding daily work schedule.

#### ***Council Meeting Follow Up***

- Filed Council minutes for February 3, 2011
- Transcribed Council minutes for the March 3, 2011 meeting.
- Posted Market Study for Ferndale / Navy Housing item to April agenda.
- Posted Study Session item for the WWTP to the April Agenda
- Filed Resolution 2011-05; Appoint Council as the Board of Directors for the Non-Profit Organization Called Ferndale Housing. Filed copy with “Ferndale Housing”
- Scanned and sent copy to Kent Hanford, then filed Resolution 2011-11 for 7<sup>th</sup> Progress Pay Request for Management and Construction Related Costs for the WWTP.
- Prepared Minute Order 2011-02 on Approval of Annual Financial Report for 2009/2010.

- Ordinance 2011-03: Made copy for “working” ordinance book, filed the original Ordinance 2011-03 “Medical Marijuana Dispensary Moratorium” in the Ordinance Book; recorded the ordinance on the Ordinance List; emailed Ordinance to Webmaster for posting Online; placed public notice in the newspaper and on bulletin boards.
- Filed Ordinance 2011-02: Made copy for “working” ordinance book, filed the original Ordinance 2011-02 “State Video Service Franchises Ordinance.” Scanned and emailed to Sean McLaughlin; emailed Ordinance to Webmaster for posting Online; placed public notice in the newspaper and on bulletin boards.
- Sent letter to HCAOG regarding the Council’s request to have Jeffrey Farley appointed to the Coastal Commission.

***Design Review Committee Follow Up***

- Assembled and disbursed design review committee meeting packets for special design review meetings.
- Instructed Administrative Assistant to write letters or cal those applicants with Design Review approval
- Emailed to the Design Review Committee copies of other city’s definitions of signs.
- Researched and assembled regular meeting packet for March 24, 2011 meeting.

***Projects***

- Follow up on those members of the council and planning commission who have not yet turned in their FPPC Statements of Economic Interest (Form 700).
- Training Assistant
  - Building Permits
  - Daily and weekly duties
  - City Clerk duties
  - Design Review Committee: follow-up to minutes for Design Review, including adding new items to the Planning Commission agenda, as well as the next Design Review agenda; writing letters to applicants whose projects were before the Committee
- Worked with City Manager and Finance Director on a procedure for Non-profit agency use of the Community Center and City Hall.
- Researched vendor business license applications
- Researched formation of the Drainage Committee and duties assigned.
- Spoke to Planner and Inspector regarding attached vs. detached accessory buildings.

***Building and Encroachment Permits Issued***

424	Main	Water damage repair
553	Main	Install commercial range & grill to existing kitchen

## **Section 9: DESIGN REVIEW**

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 2/17/11 8:30am meeting

Chair Dan Brown opened the meeting at 8:37am. Committee Members Dane Cowan, Lino Mogni, Michael Sweeney and Michael Bailey, along with staff City Clerk Nancy Kaytis-Slocum were present. There were no modifications to the agenda.

There was no public comment.

358 Main Street, Paint Bare Spot above door. MOTION: (Sweeney/Cowan) Approve Design Review application for paint above door. Motion passed unanimously.

1238 Main Street – Replace woodshed with new addition. After a call to the contractor to check what materials were being used, the committee made a MOTION: (Bailey/Mogni) Approve the Design Review for addition replacing the woodshed. Motion passed unanimously.

For the next meeting, the committee wants to see a list of all the design reviews recently passed that should be finalized; definitions from other historic cities of “signs;” A procedure for having design reviews finalized before the building inspector finalizes the project.

The next regular meeting will be February 24, 2011 at 8:30am. The meeting was adjourned at 9:20am.

Respectfully submitted:

Nancy Kaytis-Slocum  
City Clerk

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 2/24/11 8:30am meeting

Chair Dan Brown opened the meeting at 8:36am. Committee Members Lino Mogni, and Michael Sweeney along with staff City Clerk Nancy Kaytis-Slocum and Administrative Assistant Brianna Smith were present. Dane Cowan was absent. Modifications to the agenda: Definition of Signs moved to between A and B.

The minutes from the previous meeting were accepted by MOTION: (Sweeney/Mogni). All in favor. There was no public comment.

Historical Record of Architectural Changes: Tabled until next regular meeting

Definitions of "signs": After some discussion on signs, staff was instructed to bring back as a recurring item on next regular agenda.

Public Education: discussion included putting together a brochure, inviting Don Anderson or Kirk Gothier from the museum to a meeting to combine resources, and talking to Enterprise about a General Plan update column.

Code Enforcement: MOTION: (Sweeney/Mogni ) Direct staff to ask No Brand Burger Stand for a photograph of the outside of building and present it to the Design Review Committee and write a letter to Shaw house regarding Vacancy sign. All in Favor.

List of Design Review's recently passed: Tabled until next special meeting

Procedure for finals on Design Review projects: Tabled until next special meeting

The next regular meeting will be March 24, 2011 at 8:30am. The meeting was adjourned at 10:00 am.

Respectfully submitted:

Brianna Smith  
Administrative Assistant

**City of Ferndale, Humboldt County, California USA**  
Special Design Review Minutes for the 3/10/11 8:30 am meeting

Vice Chair Dane Cowan opened the meeting at 8:35 am. Committee Members Lino Mogni, and Michael Sweeney along with staff City Clerk Nancy Kaytis-Slocum were present. Michael Bailey and Dan Brown were absent.

Public Education: Commissioner Sweeney reported that he'd spoken to Kirk Gothier, Chair of the Museum Board about a public education program. Gothier suggested that it would be easy to involve the museum membership via their quarterly newsletter. They also talked about

putting the draft goals for the Historic and Cultural Resources Element of the General Plan on the discussion board for the museum.

460 Main Street – signage: MOTION: (Mogni/Sweeney) Awning signs are accepted. The “Mexican Restaurant” sign in the window will have to use the .25 sq. ft. available. Also, the public information signs for WI FI are not to exceed three square feet. All in favor.

619 Main Street – signage: This application is not complete. Ask applicant for clarification and place on next available design review committee meeting agenda.

1400 Main Street – signage: The No Brand Burger Stand has done a good job of cleaning up the signage. The committee suggested sending a letter to the applicants thanking them for their cooperation.

394 Main Street – carpet leading to front doors: MOTION: (Mogni/Sweeney) Approve the carpet color. All in favor.

List of Design Review’s recently passed and Procedure for finals on Design Review projects:  
Tabled until next regular meeting

The next regular meeting will be March 24, 2011 at 8:30am. The meeting was adjourned at 10:00 am.

Respectfully submitted:

Nancy Kaytis-Slocum  
City Clerk

**City of Ferndale, Humboldt County, California USA**  
Design Review Minutes for the 3/24/11 8:30am meeting

Chair Dan Brown opened the meeting at 8:30am. Committee Members Lino Mogni, Michael Bailey, and Dane Cowan along with staff Administrative Assistant Brianna Smith were present. Michael Sweeney was absent. Modifications to the agenda: 5B. 619 Main Street-Signage was moved up before 5A.

The minutes from the last two previous meetings were accepted by MOTION: (Cowan/Bailey). All in favor. There was no public comment.

619 Main Street: Signage. MOTION: (Cowan/Bailey) Approve sign at 619 Main St. All in favor.

361 Main Street: Door. MOTION: (Bailey/Mogni) Approve door at 361 Main Street. Bailey, Cowan and Mogni in favor. Dan Brown abstained.

703 Main Street: Vacancy Sign. MOTION: (Bailey/Cowan) Suggest a painted Vacancy sign with indirect lighting put in open space above The Shaw House sign. All in favor.

Historical Record of Architectural Changes: MOTION: (Cowan/Bailey) Request documentation of changes to exterior of building be submitted with building permit application. Changes documented by photograph showing entire elevation where changes are requested. All in favor.

Public Education: Tabled until next regular meeting.

Code Enforcement: Bring back on next agenda.

Definition of "signs": MOTION: (Bailey/Cowan) Tabled until approval from Planning Commission. All in favor.

List of Design Review's recently passed: Tabled until next regular meeting

Procedure for finals on Design Review projects: Tabled until next regular meeting

The next regular meeting will be April 28, 2011 at 8:30am. The meeting was adjourned at 9:30.

Respectfully submitted:

Brianna Smith  
Administrative Assistant

## Section 10

# ADJOURNMENT