REVISED AGENDA

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

Location:	City Hall	Date:	August 24, 2011
	834 Main Street	Time:	7:00 p.m. Regular Meeting
	Ferndale CA 95536	*Posted: 8/21/11*	

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 – June 15, 2011; no quorum in July. ..... Page 2
4.0 Public Comment ..... Page 3
5.0 Public Hearing
- 5.1 Historical and Cultural Resources Element..... Page 4
- 5.2 Christiansen Lot Line Adjustment, 132 Ocean Avenue ..... Page 6

6.0 Business
- 6.1 Navy Housing Acquisition – General Plan Consistency Determination..... Page 12
- 6.2 Planning Commission Applicants..... Page 15
- 6.3 Design Review Committee
  - 6.3.1 Approval of Sign Ordinance committee member(s)..... Page 15
  - 6.3.2 Initiating Sign committee meetings with current membership ..... Page 16

7.0 Correspondence and Oral Communications ..... Page 17
8.0 City Clerk's and City Planner's Staff Reports ..... Page 25
9.0 Design Review Minutes ..... Page 26
10.0 Adjournment – Next regular meeting September 21, 2011 ..... Page 30

City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of June 15, 2011

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:00p.m. Commissioners Lino Mogni, Trevor Harper and Dan Brown as well as staff City Clerk Nancy Kaytis-Slocum and Planner Vanessa Blodgett were present. Nancy Trujillo was absent. Those in attendance pledged allegiance to the flag. MOTION: (Brown/Harper): The May 18, 2011 minutes were unanimously approved. There was no public comment.

Housing Element Update: Planner Vanessa Blodgett reported that the City Council had approved extra funding to complete the Housing and Community Development (HCD) requirements for the Housing Element. They include a checklist to be completed by the city in order to include some of the Navy Housing stock as low income housing; small sites analysis.

Historical and Cultural Resources Element DRAFT: Planner Vanessa Blodgett reported that the DRAFT Historical and Cultural Resources Element had been included in this packet, and that it would soon be posted online in order to collect public comment. At the same time, a request for Tribal consultation has been sent to three of the local Tribes. They have 90 days in which to comment. We will have a public hearing during the July Planning Commission meeting. The Commission suggested that copies of the DRAFT Historical and Cultural Resources Element go to the City Council.

Signs: Design Review Committee member Michael Bailey distributed his notes on the Chamber of Commerce meeting regarding signs. He felt the meeting had a positive outcome. The commission decided to ask the Design Review Committee to facilitate the Sign group. The makeup of the meeting was discussed at length with the decision to have Trevor Harper represent the Planning Commission (MOTION: (von Frausing-Borch/Brown) Nominate Trevor Harper as the PC representative on the Sign Ordinance committee. All in Favor), have the Design Review Committee appoint two members, and direct staff to advertise for three members of the business community. Commissioner Dan Brown asked to be on the record regarding information posted in the Planning Commission Packet beginning on page 74. He pointed out that one of the articles was written by a litigation director of a San Diego law firm, and that there was no information following page 74 from cities with historic districts.

The meeting was adjourned at 8:05 p.m. The next regular meeting will be July 20, 2011

Respectfully submitted:

Nancy Kaytis-Slocum, City Clerk

DRAFT

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 2/3rd 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 5: PUBLIC HEARINGS

- Open Public Hearing
  - Staff reviews Project to the Commission and Public
  - Ask for public comment
- Close Public Hearing
  - Ask for Commission Comment
  - Ask questions of applicant
  - Ask questions of Staff
- Receive and File OR Approve or not by MOTION

Meeting Date:	August 24, 2011			Agenda Item Number		5.1
Agenda Item Title:	DRAFT Historical and Cultural Resources Element					
Presented By:	Vanessa Blodgett, Contract City Planner					
Type of Item:		Action	x	Discussion		Information
Action Required:	x	No Action		Voice Vote		Roll Call Vote

RECOMMENDATION:

Receive public comments.

DISCUSSION:

Draft Historical & Cultural Resources Element Overview

The Historical and Cultural Resources Element of the City General Plan sets 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. This Element is part of the City General Plan because preserving community character, history, and architectural features is important to Ferndale. Many of Ferndale's most defining features are its buildings and public spaces. Historical resources include individual structures, the National Register District along Main Street, and the architectural themes found throughout the City.

Ferndale's historical and cultural resources are prominently featured in this Element. The Element's purpose is to preserve and enhance these resources for heritage tourism, economic development and a continued source of community identity and pride. Also, the Element strives to guide new development to be compatible with existing historical resources and encourages both public and private stewardship.

The Element contains the following chapters:

Ch. 1 Introduction - This section discusses the Element purpose, the link between economic development and historic preservation and

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.

Application Requirements	Submitted	Not Submitted
Completed Signed Standard Application Form	√	
Consent & Certification signed by all owners	√	
Copies of Present Owners Deeds	√	
Title Report	√	
Lot Line Adjustment Plot Plan	√	
Written Statement Explaining Reasons for LLA	√	

2. **Consistency with Subdivision Map Act:** The table below identifies the evidence which supports the finding that the parcels to be adjusted are found to be in compliance with the Subdivision Map Act.

Parcel	Creation Document	Legal Status
APN 31-031-02 and APN 31-041-05	Deed 260 OR 114 April 10, 1953	Separate
APN 31-032-26	Deed 982 OR 162 Nov 19, 1968	Separate

Informational Notes:

1. In an email dated June 30, 2011 to the City and the applicant's representative, the applicant's representative was notified that the application is not complete without signatures from both legal owners of the property: Uffe and Kuniko Christiansen.
2. A Record of Survey as outlined in the Business and Professions Code of the State of California may be required pursuant to Section 8762 which states in part, a Record of Survey shall be filed upon "…the establishment of one or more points or lines not shown on any subdivision map, official map, or record of survey….".
3. Approval of the Lot Line Adjustment does not guarantee that developable parcels will result. Final approval for any development will depend on demonstration of conformance with site suitability requirements in effect at the time development is proposed.

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. Submit legal descriptions of the new configuration of all parcels affected by the LLA.
3. Provide map closures for all legal descriptions prepared by a licensed land surveyor or engineer licensed to perform surveying.
4. Provide necessary easements across Parcel 1 to facilitate utility services to Parcel 2. Water and sewer utility easements shall be a minimum of 10 feet wide.
5. Prior to the issuance of any permit for any on-site residential structures at any location on any parcel, the applicant shall have an approved Hydrology and Drainage Report addressing on-site and off-site stormwater flows for the pre-development and post-development site conditions. All on-site stormwater management facilities shall be privately maintained.
6. All proposed project access locations and access easements shall be designed in accordance with the City's Improvement Standards, the 2010 California Fire Code fire apparatus access road requirements, and to the approval of the Ferndale Volunteer Fire Department Fire Chief and the City Engineer. Any access from a City road will require an encroachment permit from the City.
7. Prior to the issuance of any permit for any on-site residential structures at any location on any parcel, the applicant shall have an approved Soils Report in conformance with the current approved State Building Code and to the approval of the City Engineer.

Section 6: BUSINESS

Meeting Date:	August 24, 2011			Agenda Item Number		6.1
Agenda Item Title:	Navy Housing General Plan Consistency					
Presented By:	Vanessa Blodgett, Contract City Planner					
Type of Item:	x	Action		Discussion		Information
Action Required:		No Action	x	Voice Vote		Roll Call Vote

RECOMMENDATION:

Approve Resolution No.'s 2011-34 PC and 2011-35 PC Navy Housing Acquisition and Disposition General Plan Consistency Determinations.

DISCUSSION:

General Plan consistency determinations must be made before the City can accept the real property interest and proceed with disposition of the Navy Housing site and improvements. The City's acquisition of the property, its use for affordable housing, and disposition of the site and improvements with deed restrictions regarding site use, is consistent with the City's General Plan.

The property has a residential General Plan land use designation that allows residential use of the units for market rate and/or affordable housing; both owner and renter occupied. The 11.7 acre property contains 52 housing units with an average site density of 4.5 dwelling units per acre (du/acre). The existing land use designation is single family residential (R1) with an allowable density range of 0-7 du/acre. The residential General Plan designation for the site would need to be revised to include both single family and duplex uses.

Therefore, since the disposition will contain deed restrictions ensuring use of the site for low and moderate income housing, and it will be disclosed to the recipient of the site that the duplexes must be re-designated prior to rehabilitation/ occupancy, the City acquisition and disposition of the site to another entity is consistent with the Ferndale General Plan.

RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF FERNDALE
Resolution Number PC 2011-34

NAVY HOUSING ACQUISITION
GENERAL PLAN CONSISTENCY DETERMINATION

WHEREAS, the United States government appropriated the funds to purchase the 11.7 acre Centerville Navy Housing Facility, including real property and housing improvements located east of 5th Street along Fairview Drive and Trident Lane in Ferndale, CA (the "Property"), from the U.S. Navy for conveyance to the City of Ferndale; and

WHEREAS, said federal appropriation was conditioned on the requirement that the Property be used to provide low and moderate income housing opportunities, which is consistent with the residential General Plan designation for the subject property; and

WHEREAS, City acquisition of the Property for continued residential use is consistent with the Ferndale General Plan.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ferndale finds that acquisition of the real property and housing improvements located east of 5th Street along Fairview Drive and Trident Lane in Ferndale, CA from the U.S. Navy is consistent with the City's General Plan.

PASSED AND ADOPTED by the Planning Commission of the City of Ferndale this 24th day of August, 2011 by the following vote:

The motion was made by COMMISSIONER _____ and seconded by COMMISSIONER _____.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jorgen Von Frausing-Borch, Chairman

Attest:

_____
Nancy Kaytis-Slocum, City Clerk

RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF FERNDALE
Resolution Number PC 2011-35

DISPOSITION OF HOUSING PROPERTY ACQUIRED FROM U.S. NAVY
GENERAL PLAN CONSISTENCY DETERMINATION

WHEREAS, the United States government appropriated the funds to purchase the 11.7 acre Centerville Navy Housing Facility located east of 5th Street along Fairview Drive and Trident Lane in Ferndale, CA (the "Property") from the U.S. Navy for conveyance to the City of Ferndale conditioned on the requirement that the Property be used to provide low and moderate income housing opportunities; and

WHEREAS, the City of Ferndale expects to obtain title to the Property on or before September 30, 2011 and thereafter transfer it to another entity for affordable housing opportunities consistent with the federal appropriation condition, which will be enforced through restrictions placed on title at the time of the City's conveyance; and

WHEREAS, the Property is designated for residential uses by the Ferndale General Plan; and

WHEREAS, the City's disposition of the Property to another entity for continued residential use is consistent with the Ferndale General Plan.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ferndale finds that the disposition of the real property and housing improvements located east of 5th Street along Fairview Drive and Trident Lane in Ferndale, CA to another entity is consistent with the City's General Plan.

PASSED AND ADOPTED by the Planning Commission of the City of Ferndale this 24th day of August, 2011 by the following vote:

The motion was made by COMMISSIONER _____ and seconded by COMMISSIONER _____.

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Jorgen Von Frausing-Borch, Chairman

Attest:

_____
Nancy Kaytis-Slocum, City Clerk

Meeting Date:	August 24, 2011			Agenda Item Number		6.2
Agenda Item Title:	Planning Commission Applicants					
Presented By:	Nancy Kaytis-Slocum, City Clerk					
Type of Item:	x	Action		Discussion		Information
Action Required:		No Action	x	Voice Vote		Roll Call Vote

RECOMMENDATION:

Wait 90 days per City Ordinance and re-advertise for the Planning Commission Vacancy.

DISCUSSION:

The City Clerk's Office has advertised the Planning Commission vacancy as required by the Planning Commission Ordinance. The newspaper advertisement was repeated, as well as notice on the public bulletin boards. No applicants have come forward. The Planning Commission Ordinance 05-05 Section 5.04.3 states (in part) that if there are no applicants the vacancy will be re-advertised and the ninety-day clock resets.

Meeting Date:	August 24, 2011			Agenda Item Number		6.3.1
Agenda Item Title:	Design Review – Approval of Sign Ordinance Committee Members					
Presented By:	Dan Brown, Chair of the Design Review Committee					
Type of Item:	x	Action		Discussion		Information
Action Required:		No Action	x	Voice Vote		Roll Call Vote

RECOMMENDATION:

Approve Design Review's recommendation to appoint Diane and Phillip Ostler to the Sign Committee.

DISCUSSION:

The City Clerk's Office advertised both in the newspaper and on our bulletin boards for members of the business community to be a part of the Sign Ordinance Committee. Phillip and Diane Ostler expressed interest; there were no other applicants. City Manager Jay Parrish has contacted our City Attorney to determine if it would be a conflict to have a husband and wife on the same committee. We are awaiting an answer to that question.

Meeting Date:	August 24, 2011			Agenda Item Number		6.3.2
Agenda Item Title:	Design Review – Initiating Sign committee meetings with current membership					
Presented By:	Dan Brown, Chair of the Design Review Committee					
Type of Item:	x	Action		Discussion		Information
Action Required:		No Action	x	Voice Vote		Roll Call Vote

RECOMMENDATION:

Approve beginning Sign Ordinance Committee meetings without a full complement of business owner members.

DISCUSSION:

The makeup of the committee was decided during the June 15, 2011 meeting: One member of the Planning Commission, two members of the Design Review Committee and three members of the business community.

The Sign Ordinance committee consists of Planning Commissioner Trevor Harper, Design Review Committee members Michael Bailey and Michael Sweeney (appointed 6/23/11 by the Design Review Committee), and business community members Phillip Ostler (recommended 7/28/11 by the Design Review Committee) and Diane Ostler (recommended 8/4/11 by the Design Review Committee). Because no other business community members have stepped forward, the Design Review Committee recommends that the Sign Ordinance Committee begin meeting.

Section 7: CORRESPONDENCE

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

PLANWEST PARTNERS, INC.

TRANSMITTAL

DATE: June 29, 2011

TO: Erik Gropp
California Department of Housing and Community Development
Division of Housing Policy
1800 3rd Street, Suite 430
Sacramento, CA 95811

CC: Jay Parrish, City Manager
City of Ferndale

FROM: Vanessa Blodgett, City of Ferndale Contract City Planner
Planwest Partners

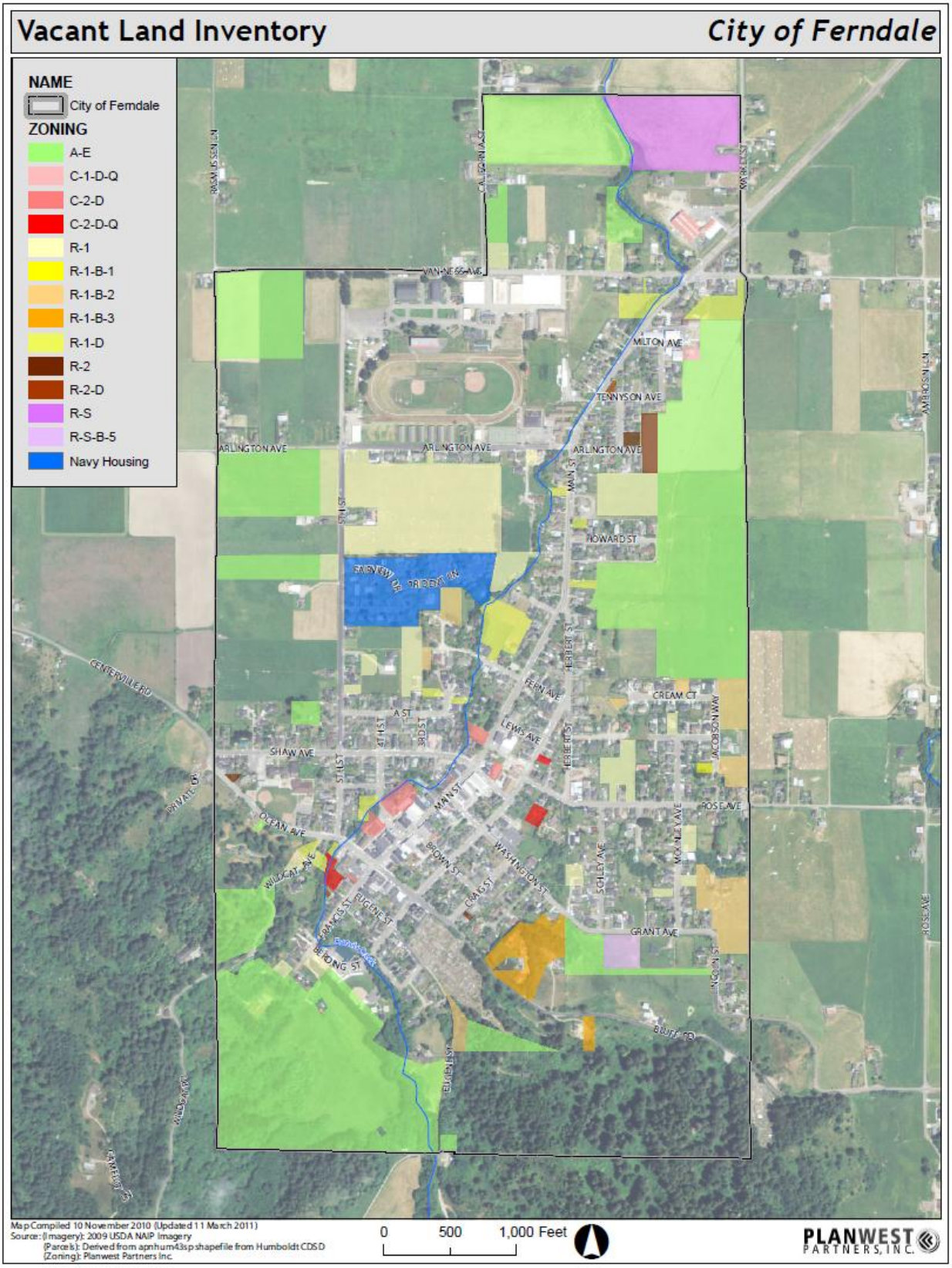
SUBJECT: City of Ferndale Draft Housing Element Update Response to March 1, 2011 HCD Letter

TRANSMITTAL ITEMS

- Response to March 1, HCD Letter RE: Review of the City of Ferndale's Revised Draft Housing Element
- Revised draft Housing Element Figure 1 - Vacant Land Inventory.

Please contact me either by phone at (707) 825-8260 or email at vanessat@planwestpartners.com if additional information is required to facilitate review.

Thank You.


Vacant Land Inventory
City of Ferndale
NAME
City of Ferndale
ZONING
A-E
C-1-D-Q
C-2-D
C-2-D-Q
R-1
R-1-B-1
R-1-B-2
R-1-B-3
R-1-D
R-2
R-2-D
R-S
R-S-B-5
Navy Housing
VAN NESS AVE
MILTON AVE
TENNYSON AVE
ARLINGTON AVE
HOWARD ST
FERN AVE
CREAM CT
LEWIS AVE
SHAW AVE
OCEAN AVE
MAIN ST
BROWN ST
WASHINGTON ST
GRANT AVE
ROSE AVE
BLUFF RD
CENTERVILLE RD
Map Compiled 10 November 2010 (Updated 11 March 2011)
Source: (Imagery): 2009 USDA NAIP Imagery
(Parcels): Derived from apnhum43sp shapefile from Humboldt CDSD
(Zoning): Planwest Partners Inc.
0 500 1,000 Feet
PLANWEST PARTNERS, INC.

Response to March 1, 2011 HCD letter RE: Review of the City of Ferndale's Revised Draft Housing Element.

1) Government Code Section 65583.1(c) Compliance - Navy Housing Acquisition

The March 1, 2011 HCD letter states that Ferndale "may only credit up to 25 percent of [Navy Housing] units in each income category toward the City's regional need." This is because, according to the Department of Finance, these units were considered part of the existing housing stock for purposes of calculating the current regional housing need. This would result in crediting of six units for low-income households and two units for moderate-income households.

The City still feels these units are applicable to meeting RHNA because the units have been vacant for three years and when they were occupied - only available to military personnel and not part of the housing stock for the general public. The City has, however, proceeded with additional analysis to identify other sites to address the remaining need of 23 units, of which 16 are for lower-income households.

The Ferndale Navy Housing complex requires substantial rehabilitation to make the units habitable. These units result in a net increase in the City's affordable housing stock, since all units are vacant. The City is currently providing committed assistance by hiring consultants to facilitate the housing complex acquisition and guide the City through the next steps of acquisition, possible conveyance, rehabilitation, tenant selection requirements, and property management options. The City also coordinated a November 2010 ballot measure approved by the community for the acquisition and use of the units for low income housing.

To credit any of the Navy housing units the element must clearly describe how each of the provisions of Government Code 65583.1(c) have been addressed. In addition to the discussion below, see the attached checklist for Government Code Section 65583.1(c) compliance.

65583.1(c)(4), (1)(A) The City has provided approximately $62,000 through a legally enforceable agreement to facilitate the Navy Housing acquisition process over the past three years. It is expected that the City will expend more funds to see the project through depending on the City Council approved disposition arrangement. One of the options involves the City securing a loan to fund the rehabilitation of the units other options require private developers to rehabilitate the units within a certain time frame.

65583.1(c)(3) During the previous planning period eight affordable units were constructed and two units have been permitted in the current period. These units are secondary dwelling units which are considered affordable to lower income households due to their small size and low rents. Second units rent for approximately $800 or less which is affordable to lower income households based on the 2009 Humboldt County Area Median Income of $35,985.

65583.1(c)(1)(B) The Navy housing facility has a total of 52 units which will provide low to moderate income housing opportunities. The committed funds have been used to facilitate the acquisition of the property. The final disposition of the property has yet to be determined; all options require sufficient funds for the rehabilitation and rental of the units to low to moderate income households.

65583.1(c)(2)(A), (i)(I) The rehabilitation of the Navy housing facility will result in a net increase of 25 units available and affordable to lower income households. If the units are not acquired by the City there would be no guarantee that they would be used for lower income housing; therefore they are at imminent risk of loss to affordable housing stock.

65583.1(c)(2)(A)(i) (II, III) Not applicable as the units are not currently occupied.

65583.1(c)(2)(A)(i) (IV) The units have been vacant for three years which has resulted in: (a)extended interruption of gas, water, and electricity service; (b) serious lack of adequate heating which has resulted in substantial mold problems; (d) severe deterioration of the structures resulting in unsafe and unsanitary conditions; and (e) inadequate numbers of garbage receptacles and service.

65583.1(c)(2)(A)(ii) Affordability and occupancy restrictions will be maintained for at least 20 years by recording Codes, Covenants and Restrictions (CC&R) on the property deed.

65583.1(c)(2)(A)(iii) Prior to occupancy of the rehabilitated units the City will issue a certificate that finds the units comply with all local and State building and health and safety requirements.

2) Adequate Sites/ Small Sites Analysis

Ferndale will need to rely on small sites to accommodate its remaining regional need of 16 units for lower-income households. The discussion below demonstrates suitability of these small sites and that Ferndale has the zoning and densities appropriate to encourage and facilitate the development of housing for lower-income households. Because capacity for housing production exceeds Ferndale's total need for new housing during the planning period ending in 2014, a primary objective for the City will be to provide adequate sites to accommodate the housing needs of extremely low, very low and other lower income households. In the case of Ferndale, 15 dwelling units per acre (du/acre) is the appropriate density to meet affordable housing needs. Zones R3, R4, C1 and C2 have appropriate density standards for lower income housing. The maximum density in these zones is 21 dwelling units per acre.

The R2 zone is also appropriate to accommodate housing development for lower income households. If provisions of the State Density Bonus law are incorporated into the Housing Element and applied, the density range for the R2 zone could increase by at least 10% which would increase the density to over 15 du/acre. Housing opportunities for lower income households have been, and will continue to be, provided for in a variety of ways. Attached residential units of single or multi-story construction provide housing opportunities for lower income households. As with second units, land costs, utilities and construction costs for attached versus detached construction can be shared making these units more affordable. While, the affordability of these units is ultimately a function of a number of variables, including land and financing costs, many units could rent at or below market rates. Additionally, new construction developed under provisions of the State Density Bonus law, as encouraged by the Plan, can be an effective tool for increasing the number and continued affordability of rental housing within the R2 zone.

There are three vacant sites zoned R2 in the north-eastern part of the City. One vacant site located at the end of Arlington Avenue is approximately 1.22 acres, the next site located on the corner of Arlington Avenue and Madison Street is approximately 0.30 acres, and the third site located on the corner of Main Street and Tennyson is approximately 0.13 acres; for a total of 1.65 acres of vacant R2 designated land. This vacant land could be subdivided and if developed at full density of 14 du/acre, would yield 23 dwelling units (without a density bonus). Based on 6,000 square foot minimum lot size, and considering access and other potential infrastructure requirements, the projected yield of the 1.22 acre site is 7 lots with 2 units each, for a total of 14 units. The 0.30 acre site could be split into 2 lots with 2 units each for a total of 4 units. The 0.13 acre site could be developed with 2 units. Hence, these vacant R2 zoned site could be developed with a total of 20 lower income housing units. Because adequate land is available in the R2 zone to accommodate the City's remaining regional need of 16 units for lower-income households, it is not necessary at this time to pursue zone changes.

Selected Vacant R2 Yield Summary

APN	Zone	Parcel Size (Acres)	Proposed # of Lots	Projected # of Units
030-181-008	AE/R2	R2: 1.22 acres (AE: 4.17 acres)	7	14
030-181-004	R2	0.30 acres	2	4
030-172-015	R2D	0.13 acres	1	2
			Total	20

The C1 and C2 zones allow for a variety of housing types including multi-family development, in addition to commercial uses. Single family and multi-family residential units are allowed and encouraged in both zones. The C1 designation allows for residential uses with a use permit, and residential units are principally permitted in the C2 zone. Lodging including hotels, motels, boarding houses, and mobile home parks are also allowable in the C2 zone. Affordable, high density housing would integrate well in this zone as residents would benefit from the close proximity to services. Combined short term and permanent residential housing is an option. The density of this zone facilitates low income housing options; these areas are also fully served by utilities and have considerable potential for mixed use and higher density development.

As shown in draft Housing Element Tables 28 and 29 and on Figure 1 there is a total of approximately 3.23 acres of vacant C2 zoned land (includes C2D and C2DQ zones) for an estimated realistic unit capacity of 40 units. Three of these sites (APNs 031-083-002, 031-083-004, and 031-085-022) are within the same vicinity of each other off of 4th Street near Main Street and total 1.47 acres. Since these sites are not located directly on Main Street and are adjacent to existing residential uses, affordable units would integrate well in this area as residents would benefit from the close proximity to services. Higher density affordable housing would likely be more desirable at these sites than commercial uses due to setback from Main Street and other commercial areas. Although theoretically based on density standards these sites could fit 30 units, the projected yield of these three sites based on site conditions is 18 units.

Additionally, APNs 031-132-003 and 031-132-017 are adjacent properties located on Main Street, north of Shaw Avenue. These two properties are vacant with minimal potential constraints and are located downtown close to services. The lots are 0.15 acres and 0.24 acres in

size respectively, for a total of 0.39 acres of vacant R2 zoned land. Although these sites are relatively small, they could be developed with multi-story apartment-type units that could either be solely for residential purposes or for mixed uses with commercial space on the bottom floor. Due to location directly on Main Street, this type of mixed-use development may be more feasible and desirable to developers by diversifying the rental income. Additionally, the sites mentioned above are all located where infrastructure and services are readily accessible which could reduce development costs. Due to Ferndale's small size and historic building patterns, larger low-income housing developments (50-80 units) are not needed or feasible at this time. Hence, the City's low-income housing need can be accommodated through smaller lot development as described above and the estimate of the number of units projected on these sites is feasible. The City will pursue incentives or concessions, where necessary, to maintain economic feasibility of lower income units; to encourage mixed-use commercial and residential development; and to promote multi-family design that preserves community character and provides a sense of connection to the neighborhood.

GENERAL REQUIREMENTS ***Note: If you cannot answer "yes" to all of the general requirements questions listed below, your jurisdiction is not eligible to utilize the alternate adequate sites program provisions set forth in Government Code Section 65583.1(c).***	
65583.1(c)(4) Is the local government providing, or will it provide "committed assistance" within the first 2 years of the planning period? See the definition of "committed assistance" on page 4.	☒ Yes ☐ No
65583.1(c)(1)(A) Has the local government identified the specific source of "committed assistance" funds? If yes: specify the amount and date when funds will be dedicated through a (legally enforceable agreement). $ 62,000.00 date: already provided	☒ Yes ☐ No
65583.1(c)(3) Has at least some portion of the regional share housing need for very low-income (VL) or low-income (L) households been met in the current or previous planning period? Specify the number of affordable units permitted/constructed in the previous period. Specify the number affordable units permitted/constructed in the current period and document how affordability was established.	☒ Yes ☐ No 8 2
65583.1(c)(1)(B) Indicate the total number of units to be assisted with committed assistance funds and specify funding source.	52
65583.1(c)(1)(B) Will the funds be sufficient to develop the identified units at affordable costs or rents?	☒ Yes ☐ No
65583.1(c)(1)(C) Do the identified units meet the substantial rehabilitation, conversion, or preservation requirements as defined? Which option?rehabilitation	☒ Yes ☐ No

SUBSTANTIAL REHABILITATION (65583.1(c)(2)(A))	
Include reference to specific program action in the housing element.	Program _____
65583.1(c)(2)(A) Will the rehabilitation result in a net increase in the number of housing units available and affordable to very low- and lower-income households? If so, how many units?	☒ Yes ❒ No # of VLI units__ # of LI units 25
65583.1(c)(2)(A)(i) (I) Are units at imminent risk of loss to affordable housing stock?	☒ Yes ❒ No
65583.1(c)(2)(A)(i) (II) Is the local government providing relocation assistance consistent with Health and Safety Code Section 17975, including rent and moving expenses equivalent to four (4) months, to those occupants permanently or temporary displaced?	❒ Yes ❒ No n/a
65583.1(c)(2)(A)(i) (III) Will tenants will have the right to reoccupy units?	❒ Yes n/a ❒ No
65583.1(c)(2)(A)(i) (IV) Have the units been determined to be unfit for human habitation due the at least four (4) of the following violations? (a) Termination, extended interruption or serious defects of gas, water or electric utility systems provided such interruptions or termination is not caused by the tenant's failure to pay such gas, water or electric bills. (b) Serious defects or lack of adequate space and water heating. (c) Serious rodent, vermin or insect infestation. (d) Severe deterioration, rendering significant portions of the structure unsafe or unsanitary. (e) Inadequate numbers of garbage receptacles or service. (f) Unsanitary conditions affecting a significant portion of the structure as a result of faulty plumbing or sewage disposal. (g) Inoperable hallway lighting.	☒ Yes ❒ No
65583.1(c)(2)(A)(ii) Will affordability and occupancy restrictions be maintained for at least 20 years?	☒ Yes ❒ No
65583.1(c)(2)(A)(iii) Note: Prior to occupancy of the rehabilitated units, the local government must issue a certificate that finds the units comply with all local and State building and health and safety requirements.	

Section 8: REPORTS

CITY PLANNER:

Meetings & Planning

- Coordinated with City Manager and City Clerk on planning and development projects.
- Consulted with City Manager regarding sign ordinance enforcement and update; historic district standards; and City document distribution and review procedures.
- Completed CA Department of Housing and Community Development Survey of Affordable Housing for lower income households; including excel spreadsheet and online survey.
- Provided Planning Commission July 20 meeting agenda packet preparation assistance.

Projects

- 230 Francis St. - Coordinated with City Manager for application review, site visit, and review procedures. Evaluated for potential impacts to distinguishing historic features.
- 132 Ocean Ave. - Began Lot Line Adjustment application review, drafted departmental referrals, and sent memo to City Engineer about compliance with zoning standards and application processing.
- General Plan Update - Historical & Cultural Resources Element - Completed preparation of Draft Element and coordinated posting on City's website and provided links for Chamber and Museum websites. Coordinated with City manager about City and public review of Draft Element.
- General Plan Update - Housing Element Update - Completed response to March 1 Housing & Community Development (HCD) department letter. Revised vacant land inventory figure and table. Completed small sites analysis based on HCD comments. Submitted informal response to HCD representative for review and comment.

CITY CLERK:

Projects

- The City Clerk is very proud of City Staff for taking over the City Clerk duties while she was out on medical leave. Clerk was available for phone consultations.

Building and Encroachment Permits Issued

563	*Ocean*	*Lateral inspection*
305	*Lincoln*	*Horse Barn*

Section 9: DESIGN REVIEW

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 6/9/11 9:15 am special meeting

Lino Mogni opened the special meeting at 9:15 am. Committee members Michael Bailey and Michael Sweeney were present. Dan Brown and Dane Cowan were absent. There were no modifications to the agenda.

There was no public comment.

524 Main Street Public Restrooms – exterior paint. (Sweeney/Bailey) Approve exterior paint colors as shown on example brought to meeting. All in favor.

The next regular meeting will be June 23, 2011 at 8:30 am. The meeting was adjourned at 9:30 am.

Respectfully Submitted

Michael Sweeney
Design Review Committee Member

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 6/23/11 8:30am meeting

Dan Brown opened the meeting at 8:32am. Committee Members Dane Cowan, Michael Bailey, Lino Mogni and Michael Sweeney along with staff Administrative Assistant Brianna Smith were present.

MOTION: (Cowan/Bailey). Approve minutes from May 28, 2011. All in favor.
MOTION: (Cowan/Sweeney). Approve minutes from June 2, 2011. All in favor.
MOTION: (Sweeney/Bailey). Approve minutes from June 9, 2011. All in favor.

No public comment.

Public Education: Michael Sweeney reported on the General Plan being posted to the City's website. They requested to have an ad put in the newspaper regarding the General Plan page on the city's website. Sweeney also presented the completed brochure. MOTION: (Cowan/Bailey) As the Chamber of Commerce to link to the City's website; request that a notice be put in the newspaper about the link to General Plan; approve brochure as presented. All in favor.

Design Review finals: Discussion included either having a list of Design Review approved projects in every packet until they have been signed off or having staff email committee members about projects that need to be finaled.

Sign Committee Members: MOTION: (Cowan/Brown). Appoint Michael Bailey and Michael Sweeney to be members on the Sign Ordinance Committee. All in favor.

Sign Brochure Draft: Discussion involved how having a sign brochure will give guidance to business owners on the basic rules and regulations on signage. Removed as an action item. Put on agenda for next Planning Commission meeting.

Committee member comments: Discussion included a request that enforcement of non compliance Design Review items be put on the agenda as well as a committee member dissatisfied with the accuracy of minutes. Another committee member felt if something isn't recorded correctly it's the responsibility of committee members to amend minutes.

The next regular meeting will be July 28, 2011 at 8:30am. The meeting was adjourned at 9:37.

Respectfully submitted:

Brianna Smith
Administrative Assistant

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 7/7/11 8:30am meeting

NO QUORUM

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 7/28/11 8:30am meeting

Dan Brown opened the meeting at 8:32am. Committee Members Dane Cowan, Michael Bailey and Michael Sweeney were present. Lino Mogni was absent. There was no public comment.

Sign Committee Members: Three of the people who had expressed interest in the committee had now expressed no interest: Don Becker, Jessica Stretch and Marilyn Cowan. Three questions were asked of Phillip Ostler: 1) Have you any pending business before the Planning Commission or the Design Review Committee? 2) What hours are you available? 3) Have you read the existing sign ordinance? MOTION: (Bailey/Sweeney). Recommend appointment of Phillip Ostler to the Planning Commission. All in favor.

Committee Comments: Review of next week's meeting agenda, which will be like a regular meeting agenda to catch up on pending items. The following is the suggested agenda: Protocol for Members of the Committee contacted by the press; Review of Draft Historic and Cultural Resources Element; Public Education; Design Review finals; Sign committee update; Sign Brochure draft. Items to be added are: 230 Francis Street review; distribution of Historic District Handbook, Additional sign committee member interviews. *[Staff note: there will not be time before the 8/4 meeting to advertise in the newspaper for volunteers.]*

The next special meeting will be August 4, 2011 at 8:30am; the next regular meeting will be August 25, 2011. The meeting was adjourned at 9:04.

Respectfully submitted as transcribed from notes by Dane Cowan:

Nancy Kaytis-Slocum

City Clerk

DRAFT

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 8/4/11 8:30am meeting

Dan Brown opened the meeting at 8:33am. Committee Members Dane Cowan, Michael Bailey, Lino Mogni and Michael Sweeney along with staff City Manager Jay Parrish, City Planner Vanessa Blodgett, Administrative Assistant Brianna Smith and members of the public Diana Ostler, Joey Jachowski, and Cory Nunes were present. No public comment.

Modifications to agenda: MOTION: (Brown/Cowan). Move item 5F before item 5A. All in favor.

MOTION: (Bailey/Cowan). Approve minutes from June 23, 2011. All in favor.

MOTION: (Cowan/Bailey). Approve minutes from July 28, 2011. All in favor.

Sign Committee update, possible interview of volunteers from the business community: MOTION: (Cowan/Bailey). Recommend Diana Ostler to the Planning Commission for the Sign Ordinance Committee. All in favor.

Protocol for Members of the Committee contacted by press: City Manager Jay Parrish gave a overview of what the protocol is when committee members are contacted by press.

Review of Draft Historic and Cultural Resources Element: Committee members decided to take some time to go over Michael Sweeney's presentation and add to or make changes to the draft.
MOTION: (Bailey/Mogni). Table until next regular meeting. All in favor.

230 Francis Street: Jay explained to the Committee that City Planner Vanessa would start sitting in on Design Review meeting, also discussed was ways in which something like the issues with 230 Francis could be avoided in the future. Bring back on next agenda.

Public Education: Nothing new to report.

Design Review Finals: Send out email to Committee members and they can pick and choose which ones they want to do and decide among themselves.

Sign Brochure Draft: MOTION: (Cowan/Sweeney). Table until next meeting. All in favor.

Distribution of Historic District Handbook: Michael Bailey added some information to handbook. Vanessa would like to add some comments along with providing a new zoning map and historical district map as well. MOTION: (Cowan/Bailey). Table until next regular meeting. All in favor.

The next regular meeting will be August 25, 2011 at 8:30am. The meeting was adjourned at 10:13.

Respectfully submitted: Brianna Smith; Administrative Assistant

DRAFT

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 8/11/11 8:30am meeting

Dan Brown opened the meeting at 8:33am. Committee Members Dane Cowan, Michael Bailey, Lino Mogni and Michael Sweeney along with staff City Manager Jay Parrish, City Planner Vanessa Blodgett and Administrative Assistant Brianna Smith were present. No public comment.

The Committee members had several questions about 1226 Main Street and asked that the item be put back on the next agenda, and ask the applicant to be there to answer questions.

Respectfully submitted:

Brianna Smith; Administrative Assistant

City of Ferndale, Humboldt County, California USA

Special Design Review Minutes for the 8/18/11 8:30am meeting

Dane Cowan opened the meeting at 8:33. Committee members Lino Mogni and Michael Bailey were present along with staff Administrative Assistant Brianna Smith and by phone City Planner Vanessa Blodgett. Members of the public Niels Holgersen and Joey Jachowski were also present.

No public comment.

1226 Main Street: MOTION: (Bailey/Cowan). Approve application with modifications that were made on page two of the Design Review packet and the use of a wood siding other than T 111 siding. Two ayes from Bailey and Cowan. One nay from Lino Mogni.

Committee Comments: If there are only three committee members present at a meeting do they need to be in total agreement for an item to be approved? *[Note from Planner: a majority of the total membership must be in agreement; this item will be on next week's agenda.]*

Respectfully submitted

Brianna Smith; Administrative Assistant

Section 10

ADJOURNMENT

DRAFT